

Department of the Army  
Pamphlet 623-3

Personnel Evaluation

# Evaluation Reporting System

Headquarters  
Department of the Army  
Washington, DC  
5 June 2012

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 623-3  
Evaluation Reporting System

This administrative revision, dated 5 July 2012-

- o Corrects performance narrative recording requirement for failure to initiate or complete an Army multi-source assessment and feedback (table 2-5).
- o Replaces checkmark style check boxes with "X" style check boxes (figs 2-3 and 3-2).

This major revision, dated 5 June 2012-

- o Consolidates and cross references policy related to active Army, U.S. Army Reserve, and Army National Guard evaluation reports (chaps 2 and 3).
- o Makes entry of the social security number optional for the rater, intermediate rater, and reviewer on evaluation reports; full nine-digit social security numbers are only required for the rated Soldier and the senior rater for positive identification and processing the report to the rated Soldier's official military personnel file and, for officer evaluation reports, the Senior Rater Profile Report (chaps 2 and 3).
- o Mandates the use of valid Common Access Card-enabled digital signatures in electronic form templates and forms-producing applications (paras 2-3b, 3-2b, and 5-2a(1)(a)).
- o Eliminates the requirement on retirement reports to enter the rank and assignment to which a rated Soldier should be recalled to active duty in the event of mobilization (table 2-5).
- o Specifies an exception to entering three successive duty assignments on officer "Relief for Cause" evaluation reports when the rater indicates "Do not promote" and the senior rater indicates "Below Center of Mass--Do Not Retain" (table 2-7, part VII, block d).
- o Updates submission reasons for "Change of Duty" (code 04) evaluation reports for officers to add "Change of Duty" under the same rater, retirement, and release from active duty or reassignment to individual ready reserve, and deletes "permanent change of station"; and adds code 04 ("Change of Duty" evaluation reports) for noncommissioned officers (tables 2-8 and 3-6).
- o Adds nonrated time reason codes for Soldiers assigned to Warrior Transition Units (tables 2-9 and 3-7).
- o Emphasizes the Armywide use of the Interactive Web Response System as a virtual tool to monitor the acceptance and processing of evaluation reports at Headquarters, Department of the Army (paras 2-16 and 3-9).

- o Incorporates the capability to prepare, distribute, and submit academic evaluation reports electronically using the Army Training Requirements and Resources System (paras 4-1b and 5-2a(1)(a)).
- o Provides procedural requirements for Army physical fitness test and height or weight entries when preparing academic evaluation reports for military training courses and institutional training (para 4-3).
- o Updates policy on Army evaluation report appeals (chap 6).
- o Updates submission methods for all evaluation reports and makes electronic submission using the "My Forms" Portal (of the Forms Content Management Program) in Army Knowledge Online the Armywide standard (throughout).
- o Incorporates items outlined in Army Directive 2011-16 (Changes to the Army Evaluation Reporting System) (throughout).
- o Makes administrative changes (throughout).



## Personnel Evaluation

### Evaluation Reporting System

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By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
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**History.** This publication is an administrative revision.

**Summary.** This pamphlet prescribes the policy and tasks for the Army's Evaluation Reporting System, including officer, noncommissioned officers, and academic evaluation reports focused on the assessment of performance and potential. It includes policy statements, operating tasks, and rules in support of operating tasks. It has been revised to update preparation procedures for academic evaluation reports, clarify Army Physical Fitness Test data entries on evaluation reports, and provide guidance on evaluation report preparation and submission using digitally signed electronic forms.

**Applicability.** This pamphlet applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians, and to U.S. Armed Forces and the U.S. Coast Guard officers, officers of allied armed forces, and employees of the U.S. Government who serve as rating officials in the performance of their personnel management responsibilities as established by this regulation and in accordance with applicable Joint, Department of Defense, and civilian personnel management policy. It does not apply to retirees or former Soldiers. The guidance provided in this pamphlet applies during mobilization in conjunction with Personnel Policy Guidance published for each operation and issued by Headquarters, Department of the Army.

**Proponent and exception authority.** The proponent for this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief in the rank of colonel or the civilian equivalent within the proponent agency, its direct reporting unit, or a field operating agency. Activities may request a

waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Human Resources Command (AHRC–PDV–E), 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122–5407.

**Distribution.** This pamphlet is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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#### Contents (Listed by paragraph and page number)

##### Chapter 1

##### Introduction, *page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations • 1–3, *page 1*

Evaluation report forms • 1–4, *page 1*

##### Chapter 2

##### Officer Evaluation Report Support Form Preparation, *page 1*

Purpose and process for DA Form 67–9–1 (as applicable) • 2–1, *page 1*

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\*This pamphlet supersedes DA Pam 623–3, dated 13 August 2007.

## **Contents—Continued**

Purpose and process for DA Form 67–9–1a (as applicable) • 2–2, *page 5*  
Purpose and process for DA Form 67–9 • 2–3, *page 8*  
Part I, administrative data • 2–4, *page 11*  
Part II, authentication • 2–5, *page 13*  
Part III, duty description • 2–6, *page 15*  
Part IV, performance evaluation—professionalism and Army Values • 2–7, *page 15*  
Part V, performance and potential evaluation (rater) • 2–8, *page 18*  
Part VI, intermediate rater (if applicable) • 2–9, *page 19*  
Part VII, senior rater • 2–10, *page 19*  
Senior Rater Profile Report (DA Form 67–9–2), Officer Evaluation Reporting System, and Headquarters, Department of the Army electronically generated label • 2–11, *page 21*  
Referral process • 2–12, *page 22*  
"Relief for Cause" officer evaluation report instructions • 2–13, *page 25*  
Mandatory review of officer "Relief for Cause" evaluation reports • 2–14, *page 26*  
Submitting an addendum to previously submitted officer evaluation reports • 2–15, *page 26*  
How to make corrections to officer evaluation reports • 2–16, *page 27*  
Headquarters, Department of the Army rejection of officer evaluation reports • 2–17, *page 27*

### **Chapter 3**

#### **Noncommissioned Officer Evaluation Report and Support Form Preparation, *page 29***

Purpose and process for DA Form 2166–8–1 • 3–1, *page 29*  
Purpose and process for DA Form 2166–8 • 3–2, *page 32*  
Part I, administrative data • 3–3, *page 35*  
Part II, authentication • 3–4, *page 37*  
Part III, duty description • 3–5, *page 38*  
Part IV, Army Values/noncommissioned officer responsibilities • 3–6, *page 39*  
Part V, overall performance and potential • 3–7, *page 41*  
"Relief for Cause" noncommissioned officer evaluation report instructions • 3–8, *page 43*  
How to make corrections to noncommissioned officer evaluation reports • 3–9, *page 43*  
Headquarters, Department of the Army rejection of noncommissioned officer evaluation reports • 3–10, *page 43*

### **Chapter 4**

#### **Academic Evaluation Report Forms and Preparation, *page 45***

##### *Section I*

##### *DA Form 1059 – Service School Academic Evaluation Report, *page 45**

Purpose and process for DA Form 1059 • 4–1, *page 45*  
Administrative data • 4–2, *page 47*  
Performance summary (block 11) • 4–3, *page 48*  
Demonstrated abilities (block 12) • 4–4, *page 48*  
Academic potential (block 13) • 4–5, *page 48*  
Rater comments (block 14) • 4–6, *page 49*  
Referred academic evaluation reports and mandatory review of failed to achieve course standards academic evaluation reports • 4–7, *page 49*

##### *Section II*

##### *DA Form 1059–1 – Civilian Institution Academic Evaluation Report, *page 50**

Purpose and process • 4–8, *page 50*  
Preparing the civilian institution academic evaluation report • 4–9, *page 52*  
Submitting an addendum to previously submitted academic evaluation reports • 4–10, *page 53*

### **Chapter 5**

#### **Evaluation Report Processing, *page 53***

##### *Section I*

##### *Evaluation Report Processing and Submission, *page 53**

## Contents—Continued

Officer evaluation report and noncommissioned officer evaluation report processing and copies • 5-1, *page 53*  
Academic evaluation report processing and copies • 5-2, *page 55*

### Section II

*Addendum Preparation and Forwarding (Officer Evaluation Report and Academic Evaluation Report)*, *page 56*  
Preparing an addendum to a previous report • 5-3, *page 56*  
Steps for preparing an addendum • 5-4, *page 56*

## Chapter 6

### Constructing an Evaluation Report Appeal, *page 58*

Deciding to appeal • 6-1, *page 58*  
Preparing an appeal • 6-2, *page 59*

## Appendixes

- A. References, *page 66*
- B. U.S. Army Human Resources Command and Other Addresses, *page 69*
- C. Counseling, *page 71*

## Table List

- Table 2-1: Administrative data officer evaluation report, *page 11*
- Table 2-2: Authentication officer evaluation report, *page 13*
- Table 2-3: Duty description, *page 15*
- Table 2-4: Performance evaluation—professionalism and Army Values officer evaluation report, *page 16*
- Table 2-5: Performance and potential evaluation (rater) officer evaluation report, *page 18*
- Table 2-6: Intermediate rater officer evaluation report, *page 19*
- Table 2-7: Senior rater officer evaluation report, *page 19*
- Table 2-8: Codes and reasons for submitting reports for officer evaluation reports, *page 27*
- Table 2-9: Codes and reasons for nonrated periods for officer evaluation reports, *page 28*
- Table 3-1: Administrative data NCO evaluation report, *page 35*
- Table 3-2: Authentication NCO evaluation report, *page 37*
- Table 3-3: Duty description NCO evaluation report, *page 39*
- Table 3-4: Army Values/attributes/skills/actions and values/noncommissioned officer responsibilities noncommissioned officer evaluation report, *page 40*
- Table 3-5: Part V—Overall performance noncommissioned officer evaluation report, *page 42*
- Table 3-6: Codes and reasons for submission for noncommissioned officer evaluation reports, *page 44*
- Table 3-7: Reason codes for nonrated time for noncommissioned officer evaluation reports, *page 44*
- Table 4-1: DA Form 1059 – Preparing the Service school academic evaluation report (administrative data), *page 47*
- Table 4-2: DA Form 1059-1—Preparing the civilian institution academic evaluation report, *page 52*
- Table 5-1: Sponsoring agency addresses for academic evaluation reports, *page 56*
- Table 5-2: Addendum preparation, *page 58*
- Table B-1: Addresses for the U.S. Army Human Resources Command, National Guard Bureau, and other Services' personnel offices, *page 69*
- Table C-1: Counseling session preparation, *page 71*

## Figure List

- Figure 2-1: Example of DA Form 67-9-1 (front), *page 3*
- Figure 2-1: Example of DA Form 67-9-1 (continued) (back), *page 4*
- Figure 2-2: Example of DA Form 67-9-1a (front), *page 6*
- Figure 2-2: Example of DA Form 67-9-1a (continued) (back), *page 7*
- Figure 2-3: Example of DA Form 67-9 (front), *page 9*
- Figure 2-3: Example of DA Form 67-9 (continued) (back), *page 10*
- Figure 2-4: Sample format for referral memorandum, *page 24*
- Figure 2-5: Sample format for acknowledgment memorandum, *page 25*

## **Contents—Continued**

- Figure 3–1: Example of DA Form 2166–8–1 (front), *page 30*  
Figure 3–1: Example of DA Form 2166–8–1 (continued) (back), *page 31*  
Figure 3–2: Example of DA Form 2166–8 (front), *page 33*  
Figure 3–2: Example of DA Form 2166–8 (continued) (back), *page 34*  
Figure 4–1: Sample of a DA Form 1059, *page 46*  
Figure 4–2: Sample of a DA Form 1059–1, *page 51*  
Figure 5–1: Sample format for an addendum memorandum, *page 57*  
Figure 6–1: Sample format for an administrative appeal memorandum, *page 61*  
Figure 6–2: Sample format for a substantive appeal memorandum, *page 62*  
Figure 6–3: Sample format for a combined administrative and substantive appeal memorandum, *page 63*  
Figure 6–4: Sample format for a letter requesting third party support, *page 64*  
Figure 6–5: Sample format for a third party support memorandum, *page 65*

## **Glossary**

## Chapter 1 Introduction

### 1-1. Purpose

This pamphlet provides procedural guidance for completing and submitting to Headquarters, Department of the Army (HQDA) evaluation reports and associated support forms that are the basis for the Army's Evaluation Reporting System (ERS). These include Department of the Army (DA) Form 67-9 (Officer Evaluation Report); DA Form 67-9-1 (Officer Evaluation Report Support Form); DA Form 67-9-1a (Developmental Support Form); DA Form 2166-8 (NCO Evaluation Report); DA Form 2166-8-1 (NCOER Counseling and Support Form); DA Form 1059 (Service School Academic Evaluation Report); and DA Form 1059-1 (Civilian Institution Academic Evaluation Report). Policy pertaining to each of these unique reports and the support forms is contained in Army regulation (AR) 623-3, Evaluation Reporting System. Requests for clarification or exceptions to procedures should be sent to the U.S. Army Human Resources Command (USAHRC) (AHRC-PDV-E) (address and contact information in app B). Current information on updated applications, changes in procedural guidance, and training is available online at <http://www.hrc.army.mil/>.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations

Abbreviations and special terms used in this pamphlet are explained in the glossary

### 1-4. Evaluation report forms

The Army Publishing Directorate's Web site (<http://www.apd.army.mil> under "Search Forms") and "My Forms" Portal on Army Knowledge Online (AKO) provide the most current versions of mandatory forms used in the evaluation process. ("My Forms" Portal users must have an AKO account. The portal is accessed through the AKO account using the 'Forms' button.) Specific instructions for the preparation and submission of evaluation report forms are addressed in this pamphlet.

## Chapter 2 Officer Evaluation Report Support Form Preparation

### 2-1. Purpose and process for DA Form 67-9-1 (as applicable)

*a. Purpose.* Promotes a top-down emphasis on leadership communication, integrating rated officer participation in objective setting, performance counseling, and the evaluation process. At the beginning of the rating period, enhances planning and relates performance to mission through rater and rated officer joint discussion of the duty description and major performance objectives.

*Note.* The word "officer" refers to both commissioned officers and warrant officers, unless otherwise specified. However, rating officials will recognize the basic differences between commissioned and warrant officers when counseling and preparing evaluation reports.

During the rating period, encourages performance counseling and the best use of individual talent through continuous communication to update and revise the performance objectives. At the end of the rating period, enables rated officer to provide input to the officer evaluation report (OER).

*b. Process.* All rating officials are encouraged to use DA Form 67-9-1. When an officer is serving under dual supervision, a DA Form 67-9-1 is utilized for each chain of supervision. DA Form 67-9-1 is not used to evaluate an officer and is not forwarded to HQDA with the completed OER. Additionally, DA Form 67-9-1a (para 2-2) is utilized for captains (CPTs), lieutenants (LTs) (1LTs and 2LTs), chief warrant officers two (CW2s), and warrant officers one (WO1s).

*Note.* The process for support forms and developmental support forms (DSFs) remains unchanged in instances when the DA Form 67-9-1 and DA Form 67-9-1a (as applicable) are not utilized.

#### (1) Beginning of the rating period.

*(a)* Shortly after the rated officer assumes his or her duties, the rater provides the rated officer with a copy of his or her support form and a copy of the senior rater's support form. The rated officer then drafts his or her DA Form 67-9-1 (duty description (part IV, block a) and major performance objectives (part IV, block b)).

*Note.* Always use the current version of form in accordance with paragraph 1-2. Using the Wizard application with the electronic form within the "My Forms" Portal on AKO allows the rater to automatically enter the rated officer's administrative data in part I of the form based on the most current data from the authoritative database at HQDA. Auto-populated administrative data may be manually corrected, as needed. The use of social security numbers (SSNs) on support forms is optional because these documents are

used exclusively at the local level; however, full SSNs for the rated officer and the senior rater assist in populating evaluation reports directly from the support form.

(b) Within the first 30 days, the rater conducts the initial face-to-face counseling with the rated officer and reviews the duty description and major performance objectives for any necessary revision and approval.

*Note.* Raters of CPTs, LTs, CW2s, and WO1s also complete or finalize the initial developmental tasks on the DSF. For U.S. Army Reserve (USAR) Soldiers, see AR 623-3.

(c) When the initial face-to-face discussion is completed, the rated officer dates and initials in part III of the support form. The rater also initials the support form in part III and forwards the form to the senior rater. The senior rater reviews and initials the support form in part III and returns it to the rater. The rater retains a copy of the support form and returns the original to the rated officer.

*Note.* Raters of CPTs, LTs, CW2s, and WO1s also forward the completed DSF to the senior rater for approval and initials.

(2) *During the rating period.* The rated officer uses the support form as a performance guide. The rater conducts periodic follow-up performance counseling with the rated officer to make needed adjustments to objectives.

(a) For LTs and/or WO1s, quarterly counseling is mandatory; for CPTs and/or CW2s, the counseling goal is once around midpoint (3-6 months into the rating period); for field grade officers, follow-up counseling is on an as-needed basis.

*Note.* Raters of CPTs, LTs, CW2s, and WO1s are also required to meet counseling requirements for the DSF.

(b) Upon completion of each periodic counseling session, the rated officer and the rater initial and date DA Form 67-9-1 in part III. The senior rater then reviews and initials the support form in part III and returns it to the rater. The rater retains a copy and returns the original support form to the rated officer (see AR 623-3 for the support form communication process).

(3) *End of the rating period.* At the end of the rating period, the rated officer completes DA Form 67-9-1 by documenting how well he or she accomplished the major performance objectives during the rating period, focusing on the most significant objectives and other contributions made. The rated officer then forwards the completed support form to the rater. The rater obtains the current version of the electronic DA Form 67-9 and uses the support form as input in preparing his or her evaluation of the rated officer.

*Note.* The electronic form within "My Forms" Portal on AKO can be used to create a draft OER from the support form data provided by the rated officer.

The rater uses the support form as input to complete parts I through V of the OER. He or she then forwards the support form and OER to the intermediate rater, if applicable, or the senior rater. The intermediate rater, if applicable, also uses the support form as OER input and forwards the support form and OER to the senior rater. The senior rater uses the support form as OER input and returns the support form to rated officer.

(4) *Sample form.* See figure 2-1 for a sample of this form.

OFFICER EVALUATION REPORT SUPPORT FORM For use of this form, see AR 623-3; the proponent agency is DCS, G-1.					FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.		
<b>PART I - RATED OFFICER IDENTIFICATION</b>							
NAME OF RATED OFFICER (Last, First, MI)	SSN	RANK	DATE OF RANK (YYYYMMDD)	BRANCH	DESIGNATED/PMOS (WO) SPECIALITIES		
DOE, JOHN	000-00-0000	ILT	20071001	IN	11A		
UNIT, ORG., STATION ZIP CODE OR APO, MAJOR COMMAND	STATUS CODE	FROM DATE	UIC	CMD CODE	PSB CODE		
1-66th AR, 1BCT, 4 ID, Fort Hood, TX III CORPS		20101119	WASH14	UZ	FS16		
<b>PART II - AUTHENTICATION</b>							
NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION				
SMITH, JOHN	111-11-1111	CPT	Cdr, A Co. 1-66th AR				
NAME OF INTER. RATER (Last, First, MI)	SSN	RANK	POSITION				
NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION				
DOE, JOE	222-22-2222	LTC	Cdr, 1-66th AR				
<b>PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION</b>							
MANDATORY RATER / RATED OFFICER INITIAL FACE-TO-FACE COUNSELING ON DUTIES, RESPONSIBILITIES AND PERFORMANCE OBJECTIVES FOR THE CURRENT RATING PERIOD TOOK PLACE ON _____ (Date)		RATED SOLDIER INITIALS _____		RATER INITIALS _____		SENIOR RATER INITIALS (REVIEW) _____	
PERIODIC RATER / RATED OFFICER FOLLOW-UP FACE-TO-FACE COUNSELINGS:							
Dates _____	_____	RATED SOLDIER INITIALS _____	_____	RATER INITIALS _____	_____	SENIOR RATER INITIALS (REVIEW) _____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
<b>PART IV - RATED OFFICER (Complete Part IV and Part V below for this rating period)</b>							
PRINCIPAL DUTY TITLE Platoon Leader				POSITION AOC / BR 11A00			
a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES: (See DA Pam 623-3, paragraph 2-1)							
b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES: (See DA Pam 623-3, paragraph 2-1)							

DA FORM 67-9-1, OCT 2011

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 2  
APD PE v1.00ES

Figure 2-1. Example of DA Form 67-9-1 (front)

NAME DOE, JOHN		SSN 000-00-0000	
<b>PART V - RATED OFFICER CONTRIBUTIONS</b>			
a. APFT: PASS	DATE: 20110910	HEIGHT: 72	WEIGHT: 185
b. LIST YOUR SIGNIFICANT CONTRIBUTIONS: (See DA Pam 623-3, paragraph 2-1)			
c. LIST ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY: (See DA Pam 623-3, paragraph 2-1)			
d. IF UNABLE TO SERVE IN THE CURRENT BRANCH/CAREER FIELD, IN WHICH BRANCH/CAREER FIELD WOULD YOU PREFER TO SERVE? (See DA Pam 623-3, paragraph 2-1)			
e. LIST 3 FUTURE ASSIGNMENTS FOR WHICH YOU FEEL YOU ARE BEST SUITED: (See DA Pam 623-3, paragraph 2-1)			
_____ SIGNATURE AND DATE			

DA FORM 67-9-1, OCT 2011

Page 2 of 2  
APD PE v1.00ES

Figure 2-1. Example of DA Form 67-9-1 (continued) (back)

## 2-2. Purpose and process for DA Form 67-9-1a (as applicable)

*a. Purpose.* Assist in the rapid, equal, and fair orientation and professional development of junior or company-grade Army officers. The concept is to drive development and integrate it with performance. As with the support form, the rater directs the process, with active participation from the rated officer. The form is used to build a developmental plan based on tasks that target the major performance objectives listed on the OER support form. The requirement is to record at least one developmental task in each doctrinal behavior/skill listed on the form. Although the DSF emphasizes development, it also drives the officer's efforts toward mission accomplishment.

*b. Process.*

(1) *Beginning of the rating period.*

(a) Raters of officers in the ranks of CPT, LT, CW2, and WO1 provide the rated officer with a copy of DA Form 67-9-1a in addition to the rater's and senior rater's support forms. The rated officer will draft an initial duty description for discussion with the rater and become familiar with the Army Values and doctrinal leadership attributes, skills, or actions (defined in FM 6-22 and on DA Form 67-9-1a).

*Note.* When preparing the DSF, no SSN is required for the rated officer as this is a stand-alone form that cannot be automatically populated. The same duty description will be used on the rated officer's DA Form 67-9-1a, DA Form 67-9-1, and ultimately on the DA Form 67-9.

(b) The rater will conduct an initial face-to-face counseling with the rated officer (CPT, LT, CW2, or WO1) to discuss duties and objectives as soon as possible, but not later than 30 days after the beginning of a rating period. At the completion of this discussion, the rater and rated officer will have drafted the working copies of DA Form 67-9-1a (initial developmental tasks recorded in part III) along with DA Form 67-9-1 (duty description and major performance objectives recorded in parts IV, blocks a and b). Additionally, both the rater and the rated officer will enter initials and the counseling date in part IV of the DA Form 67-9-1a and part III of DA Form 67-9-1.

(c) The rater then obtains the senior rater's initials on DA Form 67-9-1a and DA Form 67-9-1. The senior rater's initials signify approval of the identified developmental tasks and proposed major performance objectives and verification that the mandatory counseling at the beginning of the rating period was conducted and documented.

(2) *During the rating period.* The rater and rated officer (CPT, LT, CW2, or WO1) use both the DSF and the support form to guide performance and development throughout the remainder of the rating period.

(a) The rater should actively observe the rated officer's performance during operational and training activities to determine his or her strengths and weaknesses. The rater will then use this assessment to further focus the individual development of the rated officer during follow-up counseling and developmental task formulation.

(b) Raters will conduct follow-up performance or developmental counseling with CPTs, LTs, CW2s, and WO1s to adjust and/or update performance objectives and developmental tasks. The rater also completes the developmental assessment record in part V of DA Form 67-9-1a. Both the rater and rated officer initial and date part V of DA Form 67-9-1a and part III of DA Form 67-9-1.

(3) *End of the rating period.*

(a) Using the DSF and counseling discussions as critical input, the rated officer finalizes the significant contributions on DA Form 67-9-1, part V, block b.

(b) During a final counseling session, the rater will review the rated officer's overall performance during the entire rating period and review/update the final support form and DSF, as appropriate. The rater initials part V of the DSF and part III of the support form signifying his or her review of the documented information and significant contributions provided.

(c) The rater uses the DSF and final support form comments to prepare the OER. The rater then completes his or her portion of the OER and sends the support form and OER to the intermediate or senior rater.

*Note.* The DSF should not be forwarded to the intermediate or senior rater with the support form and OER.

(4) *Sample form.* See figure 2-2 for a sample of this form.

<b>DEVELOPMENTAL SUPPORT FORM</b>		<i>SEE PRIVACY ACT STATEMENT IN AR 623-3</i>	
<small>For use of this form, see AR 623-3; the proponent agency is DCS, G-1.</small>			
NAME OF RATED OFFICER ( <i>Last, First, MI</i> ) DOE, JOHN		GRADE 1LT	ORGANIZATION 1-66th AR, 1 BCT, 4 ID, Fort Hood, TX
<b>PART I - INSTRUCTIONS.</b> Use of this form is mandatory for CPTs, Lieutenants, and WO1s; optional for all other ranks.			
Initial face-to-face (Part II and III) - Discuss duty description/major performance objectives from DA Form 67-9-1. - Discuss Army leader values, attributes and skills as related to future duty performance and professional development (Part II: Leader Character) - Complete Developmental Action Plan (Part III)- Record at least one developmental task for each leadership action that targets major performance objectives listed on DA Form 67-9-1. - Upon completion of the initial face-to-face counseling, date and initial Part IV (verification). Obtain senior rater's initials. Rated officer and rater retain file copy for use during later follow-up counselings.		Quarterly Follow-up Counselings (Part V- Reverse) - Discuss major performance objectives and progress made. Adjust as needed. - Discuss progress made on developmental tasks; update/modify tasks as needed to continue developmental process. - Rater summarize key points in appropriate block of Part V. - Rater and rated officer initial, date, and keep a file copy for use during later counselings.  NOTE: Reference for Army Leadership Doctrine is FM 22-100.	
<b>PART II CHARACTER.</b> Disposition of the leader: combination of values, attributes, and skills affecting leader actions. ( <i>See FM 22-100</i> )			
<b>ARMY VALUES</b>			
1. <b>HONOR:</b> Adherence to the Army's publicly declared code of values		5. <b>RESPECT:</b> Promotes dignity, consideration, fairness, & EO	
2. <b>INTEGRITY:</b> Possesses high personal moral standards; honest in word and deed		6. <b>SELFLESS-SERVICE:</b> Places Army priorities before self	
3. <b>COURAGE:</b> Manifests physical and moral bravery		7. <b>DUTY:</b> Fulfills professional, legal, and moral obligations	
4. <b>LOYALTY:</b> Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier			
<b>ATTRIBUTES</b> Fundamental qualities and characteristics	<b>MENTAL</b> Possesses desire, will, initiative, and discipline	<b>PHYSICAL</b> Maintains appropriate level of physical fitness and military bearing	<b>EMOTIONAL</b> Displays self-control; calm under pressure
<b>SKILLS (Competence)</b> Skill development is part of self-development; prerequisite to action	<b>CONCEPTUAL</b> Demonstrates sound judgment, critical / creative thinking, moral reasoning	<b>INTERPERSONAL</b> Shows skill with people; coaching, teaching, counseling, motivating and empowering	<b>TECHNICAL</b> Possesses the necessary expertise to accomplish all tasks and functions
<b>TACTICAL</b> Demonstrates proficiency in required professional knowledge, judgment, and warfighting			
<b>PART III - DEVELOPMENTAL ACTION PLAN.</b> Development tasks that target major performance objectives on the DA Form 67-9-1. ( <i>See FM 22-100</i> )			
<b>INFLUENCING:</b> Communicating, Decision Making, Motivating			
<b>COMMUNICATING.</b> Articulates written and oral ideas/concepts clearly and concisely. Message received equals message sent. Displays effective listening skills. (See DA Pam 623-3, paragraph 2-2)			
<b>DECISION MAKING.</b> Reaches sound, logical decisions based on analysis/synthesis of information, and uses sound judgment to allocate resources and select appropriate course(s) of action. (See DA Pam 623-3, paragraph 2-2)			
<b>MOTIVATING.</b> Inspires, motivates, and guides others towards mission accomplishment. Sets the example by being in excellent physical / mental condition and consistently displaying proper military bearing. (See DA Pam 623-3, paragraph 2-2)			
<b>OPERATING:</b> Planning, Executing, Assessing			
<b>PLANNING.</b> Uses critical and creative thinking to develop executable plans that are suitable, acceptable, and feasible. (See DA Pam 623-3, paragraph 2-2)			
<b>EXECUTING.</b> Shows tactical and technical proficiency; meets mission standards; takes care of people/resources. Maximizes the use of available systems and technology. Performs well under physical and mental stress. (See DA Pam 623-3, paragraph 2-2)			

Figure 2-2. Example of DA Form 67-9-1a (front)



### **2-3. Purpose and process for DA Form 67-9**

*a. Purpose.* DA Form 67-9 allows rating officials to provide HQDA with performance and potential assessments of each rated officer for HQDA selection board processes. It also provides valuable information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty focus of Officer Personnel Management System processes.

*b. Process.* The completion of DA Form 67-9 requires rating officials to make a conscientious assessment of a rated officer's performance in his or her assigned position and his or her potential for increased responsibility and service in positions of higher ranks.

*Note.* The Armywide standard is to complete all portions of DA Form 67-9 using the Wizard application with the electronic form within the "My Forms" Portal on AKO, enter Common Access Card (CAC)-enabled digital signatures, and digitally submit the completed report to HQDA via the "My Forms" Portal on AKO. The electronic Form Wizard application allows the rater to automatically enter administrative data in part I of DA Form 67-9 based on the most current data from the authoritative database at HQDA. (See AR 623-3 for submission procedures and app B for addresses and contact information for manual submission of completed OERs and associated documents. Information related to OERs on USAR and Army National Guard (ARNG) officers can be found in this pamphlet and in AR 623-3.)

*c. Sample form.* See figure 2-3 for a sample of this form.

OFFICER EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.	
For use of this form, see AR 623-3 the proponent agency is DCS, G-1.							
PART I - ADMINISTRATIVE DATA							
a. NAME (Last, First, Middle Initial)		b. SSN	c. RANK	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS (WO)	
DOE, JOHN		000-00-0000	1LT	20071001	IN	11A	
g.1. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND				g.2. STATUS CODE	h. REASON FOR SUBMISSION		
1-66th AR, 1 BCT, 4 ID, Fort Hood, TX III CORPS				02	Annual		
i. PERIOD COVERED		j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER'S APO EMAIL ADDRESS (.gov or .mil)	n. UIC	o. CMD CODE
FROM (YYYYMMDD) THRU (YYYYMMDD)		12		0	john.doe00@us.army.mil	WASH14	UZ
							p. PSB CODE
							FS16
PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)							
a. NAME OF RATER (Last, First, MI)		SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)	
SMITH, JOHN		111-11-1111	CPT	Cdr, A Co. 1-66th AR			
b. NAME OF INTERMEDIATE RATER (Last, First, MI)		SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)	
DOE, JOE		222-22-2222	LTC	Cdr, 1-66th AR			
c. NAME OF SENIOR RATER (Last, First, MI)			SSN	RANK	POSITION	SIGNATURE	DATE (YYYYMMDD)
DOE, JOE			222-22-2222	LTC	Cdr, 1-66th AR		
SENIOR RATER'S ORGANIZATION				BRANCH	SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS (.gov or .mil)	
1-66th AR, 1 BCT, 4 ID Fort Hood, TX 76544				AR	254-123-4567	joe.doe00@us.army.mil	
				d. This is a referred report, do you wish to make comments?		e. SIGNATURE OF RATED OFFICER	
				<input type="checkbox"/> Yes, comments are attached <input type="checkbox"/> No		DATE (YYYYMMDD)	
PART III - DUTY DESCRIPTION							
a. PRINCIPAL DUTY TITLE				b. POSITION AOC/BR			
Platoon Leader				11A00			
c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1. (See DA Pam 623-3, paragraph 2-6)							
PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)							
CHARACTER <i>Disposition of the leader: combination of values, attributes, and skills affecting leader actions</i>							
a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)							
		Yes		No		Yes	
1. HONOR: Adherence to the Army's publicly declared code of values		<input checked="" type="checkbox"/>		<input type="checkbox"/>		5. RESPECT: Promotes dignity, consideration, fairness, & EO	
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed		<input checked="" type="checkbox"/>		<input type="checkbox"/>		6. SELFLESS-SERVICE: Places Army priorities before self	
3. COURAGE: Manifests physical and moral bravery		<input checked="" type="checkbox"/>		<input type="checkbox"/>		7. DUTY: Fulfills professional, legal, and moral obligations	
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier		<input checked="" type="checkbox"/>		<input type="checkbox"/>			
b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.							
b.1. ATTRIBUTES (Select 1)		1. MENTAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. PHYSICAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		3. EMOTIONAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Fundamental qualities and characteristics		Possesses desire, will, initiative, and discipline		Maintains appropriate level of physical fitness and military bearing		Displays self-control; calm under pressure	
b.2. SKILLS (Competence) (Select 2)		1. CONCEPTUAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. INTERPERSONAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		3. TECHNICAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Skill development is part of self-development; prerequisite to action		Demonstrates sound judgment, critical/creative thinking, moral reasoning		Shows skill with people: coaching, teaching, counseling, motivating and empowering		Possesses the necessary expertise to accomplish all tasks and functions	
		4. TACTICAL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
		Demonstrates proficiency in required professional knowledge, judgment, and warfighting					
b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving							
INFLUENCING		1. COMMUNICATING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. DECISION-MAKING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		3. MOTIVATING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Method of reaching goals while operating / improving		Displays good oral, written, and listening skills for individuals / groups		Employs sound judgment, logical reasoning and uses resources wisely		Inspires, motivates, and guides others toward mission accomplishment	
OPERATING		4. PLANNING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		5. EXECUTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		6. ASSESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Short-term mission accomplishment		Develops detailed, executable plans that are feasible, acceptable, and suitable		Shows tactical proficiency, meets mission standards, and takes care of people/resources		Uses after-action and evaluation tools to facilitate consistent improvement	
IMPROVING		7. DEVELOPING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. BUILDING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. LEARNING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Long-term improvement in the Army its people and organizations		Invests adequate time and effort to develop individual subordinates as leaders		Spends time and resources improving teams, groups and units; fosters ethical climate		Seeks self-improvement and organizational growth; envisioning, adapting and leading change	
c. APFT: PASS		DATE: 20110910		HEIGHT: 72		WEIGHT: 185 YES	
d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.							
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA							

DA FORM 67-9, OCT 2011

PREVIOUS EDITIONS ARE OBSOLETE.

Page 1 of 2  
APD PE v1.01ES

Figure 2-3. Example of DA Form 67-9 (front)

NAME DOE, JOHN		SSN 000-00-0000	PERIOD COVERED 20101119	20111118
<b>PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)</b>				
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION				
<input checked="" type="checkbox"/> <b>OUTSTANDING PERFORMANCE, MUST PROMOTE</b> <input type="checkbox"/> <b>SATISFACTORY PERFORMANCE, PROMOTE</b> <input type="checkbox"/> <b>UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE</b> <input type="checkbox"/> <b>OTHER (Explain)</b>				
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE, REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND PART Vb, DA FORM 67-9-1. (See DA Pam 623-3, paragraph 2-8)				
c. COMMENT ON POTENTIAL FOR PROMOTION. (See DA Pam 623-3, paragraph 2-8)				
d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE. (See DA Pam 623-3, paragraph 2-6)				
<b>PART VI - INTERMEDIATE RATER</b>				
(See DA Pam 623-3, paragraph 2-9)				
<b>PART VII - SENIOR RATER</b>				
a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE				
<input checked="" type="checkbox"/> <b>BEST QUALIFIED</b> <input type="checkbox"/> <b>FULLY QUALIFIED</b> <input type="checkbox"/> <b>DO NOT PROMOTE</b> <input type="checkbox"/> <b>OTHER (Explain below)</b>				
b. POTENTIAL COMPARED WITH OFFICERS SENIOR RATED IN SAME GRADE (OVERPRINTED BY DA)		I currently senior rate <u>16</u> officer(s) in this grade A completed DA Form 67-9-1 was received with this report and considered in my evaluation and review <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in c)		
<input type="checkbox"/> ABOVE CENTER OF MASS (Less than 50% in top box; Center of Mass if 50% or more in top box)		c. COMMENT ON PERFORMANCE/POTENTIAL (See DA Pam 623-3, paragraph 2-10)		
<input checked="" type="checkbox"/> CENTER OF MASS				
<input type="checkbox"/> BELOW CENTER OF MASS RETAIN				
<input type="checkbox"/> BELOW CENTER OF MASS DO NOT RETAIN				
d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED. FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE. (See DA Pam 623-3, paragraph 2-10)				

DA FORM 67-9, OCT 2011

Page 2 of 2  
APD PE v1.01ES

Figure 2-3. Example of DA Form 67-9 (continued) (back)

## 2-4. Part I, administrative data

Part I is for administrative data, including identification of the rated officer, unit data, the period covered, number of rated months, nonrated time codes, and the reason for submission of the report. See table 2-8 for a list of codes and reasons for submitting reports and table 2-9 for the codes and reasons for nonrated periods.

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**Table 2-1**  
**Administrative data officer evaluation report**

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**OER part I:** Administrative entry (upper-right portion of screen)

**Action required:** Use the drop-down menu to edit the rated officer's component (regular Army (RA), USAR, or ARNG)—All capital letters with no other extraneous marks.

**Reference:** None

---

**OER part I:** block a—Name

**Action required:** Enter the rated officer's full name (Last, First, middle initial (MI), Suffix)—All capital letters.

**Reference:** None

---

**OER part I:** block b—SSN

**Action required:** Enter the rated officer's full nine-digit SSN (123-45-6789).

**Reference:** None

---

**OER part I:** block c—Rank

**Action required:** Enter the rated officer's three-letter rank abbreviation, not pay grade (for example, "CPT" for captain or "LTC" for lieutenant colonel) as of the "THRU" date of the report.

— If the rated officer has been selected for promotion and is serving in a position authorized for the next higher rank, he or she will be rated in the promotable rank and a "P" will be placed after his or her current rank (for example, "CPTP" and "LTCP"). The "P" indicator will also be used with warrant officer ranks. *Note. Use the drop-down menu in the .xfl form to enter the rank. Promotable officers with a "P" after their current rank are considered as officers of the next higher rank in making comparative assessments with contemporaries and on Senior Rater Profile Report.*

— If the rated officer is not assigned to a position authorized for the higher rank, no "P" will be entered after the rank. If the rated officer has been frocked to the next higher rank and is serving in a position authorized for the rank to which he or she is frocked, enter the frocked rank. If the rated officer has been frocked to a higher rank but is not yet serving in a position authorized for the higher rank, enter the lower rank.

**Reference:** AR 600-20

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**OER part I:** block d—Date of Rank

**Action required:** Enter the date of rank (YYYYMMDD) for the rated officer's rank as of the "THRU" date of the report. If the officer is promotable, but not yet promoted, the date of rank is for the current rank. If the rated officer has been frocked to a higher rank and is serving in an authorized position, enter the effective date of the frocking. If the rated officer has been frocked to a higher rank and is not yet serving in an authorized position requiring the higher rank, enter the date of rank of the lower rank.

**Reference:** None

---

**OER part I:** block e—Branch

**Action required:** Enter the rated officer's two-character basic branch abbreviation. Do not enter general staff "GS" or the branch associated with an officer's functional area (FA). For general officers, enter "GO".

**Reference:** DA Pam 600-3

---

**OER part I:** block f—Designated Specialties/PMOS (WO)

**Action required:** Enter alphanumeric code identifying the commissioned officer's designated specialty (for example 42H, 11A, or 66H). For special branch officers, enter the officer's primary area of concentration (AOC). For warrant officers, this entry will be the officer's primary military occupational specialty (PMOS). For GO, enter "00B." *Note. This code can be automatically populated by using the Wizard application with the electronic form within the "My Forms" Portal on AKO.*

**Reference:** None

---

**OER part I:** block g.1—Unit, Org., Station, ZIP Code or APO, Army command, and block g.2— Status Code

**Action required:** Enter the rated officer's unit, organization, station, ZIP code, or Army Post Office (APO), and Army command in the order listed on the form. *Note. The Wizard application with the electronic form within the "My Forms" Portal on AKO may not automatically enter deployed unit data; however, it may be changed manually on the form. The USAR must include the appropriate major USAR command or USAR General Officer Command. On OERs for Army Medical Department (AMEDD) officers assigned or attached to the Army Medical Department Professional Management Command (APMC) who do not complete annual training (AT) or extended combat training (ECT), use the APMC address with "AR-MEDCOM" as the major command.*

— The address should reflect the rated officer's location as of the "THRU" date of the report. While in a deployed status, indicate the data of

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**Table 2-1**  
**Administrative data officer evaluation report—Continued**

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the deployed unit. Alternatively, indicate the parent unit's address "w/dy at" (with duty at) the Soldier's deployed unit location.  
— If rated officer is USAR or ARNG, enter status code in part I, block f.2 as follows:

IRR—individual ready reserve (or IRR—MOB for mobilized IRR Soldier).  
IMA—individual mobilization augmentee (or IMA—MOB for mobilized IM Soldiers).  
DIMA—drilling individual mobilization augmentee (or DIMA—MOB for mobilized DIMA Soldiers).  
TPU—troop program unit.  
ADOS—Active Duty for Operational Support.  
AGR—active guard reserve.  
MOB—Mobilized Soldier.  
CO—ADOS—Contingency Operations-Active Duty for Operational Support.  
ADOS—RC—Active Duty for Operational Support-Reserve Component.  
M—DAY—Man-day ARNG traditional Soldiers.

**Reference:** None

---

**OER part I:** block h—Reason for Submission

**Action required:** Enter the appropriate report code (left block) and reason (right block) that identify why the evaluation report is being prepared for submission. *Note. On OERs for AMEDD officers attached to the APMC who do not complete AT or ECT, use code 19 "AHRC-Directed."*

**Reference:** Table 2-8

---

**OER part I:** block i—Period Covered

**Action required:** The period covered is the period extending from the day after the "THRU" date of the last evaluation report to the date of the event causing the report to be written. The rating period is that portion of the period covered during which the rated officer serves in an assigned position under the rater who is writing the report. The period covered and the rating period will always end on the same date (the "THRU" date of the OER). The beginning date of the rating period may not be the same as the beginning date of the period covered (the "FROM" date). For example, an officer departs on permanent change of station (PCS) on 1 July and is given a change or rater evaluation report with a "THRU" date of 30 June. After 5 days of in-transit travel and 20 days of leave, the officer reports for duty at his or her new unit on 26 July. Then, on 1 November, the officer changes duty (but the rater remains the same) and is given a "Change of Duty" evaluation report. The period covered on this report would be 1 July ("FROM" date) to 31 October ("THRU" date); however, the rating period would be from 26 July to 31 October. *Note. The "THRU" date on change of rater and "Change of Duty" evaluation reports will be the day before the change takes effect. Likewise, for rated officers signing out on transition leave, the "THRU" date will be the rated officer's final duty day in the assigned duty position before transition leave begins. Use the YYYYMMDD format for "FROM" and "THRU" dates. On OERs for AMEDD officers attached or assigned to the APMC who do not complete AT or ECT, the "THRU" date will be based on the rated officer's retired year end (RYE) date for code 19 "AHRC-Directed" OERs.*

**Reference:** None

---

**OER part I:** block j—Rated Months

**Action required:** The number of rated months is computed by counting the total number of calendar days in the rating period and dividing it by 30. *Note. Do not use the number of days in the entire period covered by the report. The rated months will equal the period covered minus all nonrated time. After dividing by 30, if there are 15 or more days left, they will be counted as a whole month (for example, 130 days is 4 months and 10 days and is entered as 4 months; 140 days is 4 months and 20 days and is entered as 5 months).*

**Reference:** None

---

**OER part I:** block k—Nonrated Codes

**Action required:** Enter the appropriate nonrated codes. If there was no qualifying nonrated time during the period covered, leave blank. Entries in part I, block k are not required for ARNG officers not on active duty.

**Reference:** Table 2-9

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**OER part I:** block l—Number of Enclosures

**Action required:** Indicate the total number of enclosures. If there are no enclosures enter "0" or leave blank.

**Reference:** None

---

**OER part I:** block m—Rated Officer's AKO E-mail Address

**Action required:** Enter the rated officer's AKO e-mail address.

**Reference:** None

---

**OER part I:** block n—Unit Identification Code (UIC)

**Action required:** Enter the rated officer's UIC. *Note. This code can be automatically populated by using the Wizard application within the electronic form within the "My Forms" Portal on AKO, if unknown. If it is incorrect, it can be manually corrected.*

**Reference:** None

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**Table 2-1**  
**Administrative data officer evaluation report—Continued**

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**OER part I: block o—CMD Code**

**Action required:** Enter the rated officer's command code (two characters); for ARNG officers, use "GB" or "NG." *Note. Codes from the most current authoritative database at HQDA can be automatically populated by using the Wizard application within the electronic form within the "My Forms" Portal, if unknown. If it is incorrect, it can be manually corrected.*

**Reference:** Department of Defense (DOD) data standard codes in the electronic military personnel office (eMILPO) or AR 623-3 (see disposition of ARNG evaluation reports).

---

**OER part I: block p—PSB Code**

**Action required:** Enter the four-character alphanumeric personnel services battalion (PSB) code for the officer's servicing administrative office of the unit/organization/agency that prepared the OER. *Note. This code can be automatically populated by using the Wizard application within the electronic form within the "My Forms" Portal on AKO, if unknown. If it is incorrect, it can be manually corrected. Normally, this code does not apply for OERs on USAR (TPU, DIMA, and drilling IRR) officers. For ARNG OERs, enter the two-digit (numeric) state code.*

**Reference:** DOD data standard codes in eMILPO or AR 623-3 (see disposition of ARNG evaluation reports).

---

## 2-5. Part II, authentication

This part of the form is for authentication by the rated officer and rating officials after the evaluation report has been completed at the end of the rating period. To facilitate the rated officer in signing the OER after authentication by the rating officials, the OER can be signed and dated by each individual in the rating chain up to 14 days prior to the "THRU" date of the report; however, the OER cannot be forwarded to HQDA until the "THRU" date of the report.

*Note.* Rating officials' names can be automatically entered by using SSNs and the Wizard application within the electronic form within the "My Forms" Portal on AKO. The following rules apply:

- a. The senior rater's signature and date cannot be before the rater's or intermediate rater's signatures.
- b. The rated officer's signature and date cannot be before the rater's, the intermediate rater's, or the senior rater's signatures.

---

**Table 2-2**  
**Authentication officer evaluation report**

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**OER part II: block a—Rater's Information**

**Action required:** Last, First, MI, Suffix—All capital letters/SSN (Optional) (123-45-6789)/Rank/Position/Signature/Validation

- The rank entry will be current as of the "THRU" date of the report. A "P" is added to the rank only if the rater is promotable and serving in a position authorized for the next higher rank. Rating officials who have been frocked to a higher rank and are serving in the authorized position for the frocked rank will enter the frocked rank.

*Note. The rater's signature and date are required on the completed evaluation report.*

- For raters of other Services, enter appropriate rank abbreviation. For example, a U.S. Navy captain would be entered as "CAPT" in the Rank block. Civil service raters will enter the pay grade (general manager (GM)/general government (GG)/general schedule (GS)/universally administrative (UA)-#) in the Rank block; for members of the senior executive service, "SES" will be entered in lieu of a rank/pay grade. For members authorized by an exception to policy or who are not in any category above, enter appropriate grade level.
- For rating officials of allied forces, leave the SSN blank. Enter the rater's country or country abbreviation in parentheses after his or her name (for example, (AU), (Italy), (GBR), and so forth). Other data remain the same.
- If the senior rater is serving both as the rater and senior rater, the senior rater's information and signature will be entered in parts II, blocks a and c.

*Note. On OERs for AMEDD officers attached or assigned to the APMC who do not complete AT or ECT, the commander, APMC, will serve as rater and senior rater with no other rating officials and will sign the form both in parts II, blocks a and c (as a senior rater who does not meet eligibility requirements to evaluate the rated officer) for code 19 "AHRC-Directed" OERs.*

**Reference:** None

---

**OER part II: block b—Intermediate Rater's Information**

**Action required:** Name of Intermediate Rater (Last, First, MI, Suffix)—All capital letters/SSN (Optional) (123-45-6789) /Rank/Position/Signature/Validation

- The rank entry will be current as of the "THRU" date of the report. A "P" is added to the rank only if the intermediate rater is promotable and serving in a position authorized for the next higher rank. Rating officials who have been frocked to a higher grade and are serving in the authorized position for the frocked rank will enter the frocked rank.

*Note. The intermediate rater's signature and date are required on the completed evaluation report.*

- For intermediate raters of other Services enter appropriate rank abbreviation. For example, a U.S. Navy captain would be entered as "CAPT" in the rank block. Civil service raters will enter the pay grade (NSPS/GM/GG/GS/UA-#) in the rank block; for members of the senior executive service, "SES" will be entered in lieu of a rank or pay grade. For members authorized by an exception to policy or not in any category above, enter appropriate grade level.
- For rating officials of allied forces, leave the SSN blank. Enter the intermediate rater's country or country abbreviation in parentheses after

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**Table 2–2**  
**Authentication officer evaluation report—Continued**

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the name (for example, (AU), (Italy), (GBR), and so forth). Other data remain the same.

**Reference:** None

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**OER part II:** block c—Senior Rater's Information

**Action required:** Name of Senior Rater (Last, First, MI, Suffix)—All capital letters/SSN (123–45–6789)/Rank/Position/Signature/Validation

- Senior rater's organization address/branch/telephone number/AKO e-mail address will be entered in part II, block c. Use of an AKO e-mail address as the permanent e-mail address will facilitate HQDA contact concerning the OER, should the need arise. As a minimum, an e-mail address ending in ".gov" or ".mil" will be used.
- The rank entry will be current as of the "THRU" date of the report. A "P" is added to the rank only if the senior rater is promotable and serving in a position authorized for the next higher rank. Rating officials who have been frocked to a higher rank and are serving in the authorized position for the frocked rank will enter the frocked rank.
- The two-character branch entry will not be "GS" or the branch associated with an officer's FA. For general officers use "GO."
- For senior raters of other Services, in addition to their rank, enter their branch of Service (for example, U.S. Navy "USN", U.S. Air Force "USAF", U.S. Marine Corps "USMC", U.S. Coast Guard "USCG" in the branch block in part II, block c. For example, a U.S. Navy captain would be entered as "CAPT" in the rank block and "USN" in the branch block. Civil service raters will enter the pay grade (NSPS/GM/GG/GS/UA-#) in the rank block; for members of the senior executive service, "SES" will be entered in lieu of a rank or pay grade. For members authorized by an exception to policy or who are not in any category above, enter appropriate grade level.
- For Department of the Army civilians only enter, "DAC"; for civilians of other Services within DOD, enter "CIV" as the branch.
- The senior rater will sign the evaluation report even if he or she is unable to evaluate the rated officer due to lack of qualification.  
*Note. The senior rater's signature and date are required on the completed evaluation report even if he or she is unable to evaluate the rated officer due to lack of qualification.*  
Using the Wizard application, under the Senior Rater Actions tab of electronic DA Form 67-9, senior raters who lack rating qualification will check the "NO" box in response to the question "Have you been the senior rater for this officer for at least 60 days?" to enter the statement "I am unable to evaluate the rated officer because I have not been the senior rater for the required number of days" in part VII, block c, leaving all other portions of part VII blank.  
*Note. The minimum required time for senior rater eligibility to evaluate the rated officer is 90 days for USAR TPU, DIMA, and drilling IRR officers and ARNG officers. On OERs for AMEDD officers attached or assigned to the APMC who do not complete AT or ECT, the commander, APMC, will sign DA Form 67–9 in part II, block c as a senior rater who does not meet eligibility requirements to evaluate the rated officer for code 19 "AHRC–Directed" OERs.*
- If the senior rater is serving both as the rater and senior rater, the senior rater's information and signature will be entered in parts II, blocks a and c.

**Reference:** None

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**OER part II:** block d—Referred Report

**Action required:** If referral of an evaluation report is required, the senior rater will place an "X" in the appropriate box in part II, block d of the OER (before he or she has signed and dated the report). The report will then be provided to the rated officer for placement of an "X" in the appropriate box in part II, block d and signature or validation of administrative data. ("YES" if the rated officer will provide comments as an enclosure to the report or "NO" if the rated officer will not provide comments.)

**Reference:** None

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**OER part II:** block e—Rated Officer's Signature

**Action required:** The rated officer will sign and date the report after it has been completed and signed by all rating officials in the rating chain. The rated officer's signature acknowledges that the rated officer has seen the OER, parts I through VII, and verifies the accuracy of the administrative data in part I, the rating officials in part II, the Army physical fitness test (APFT) and height and weight data in part IV, block c. This action increases administrative accuracy of the OER since the rated officer is most familiar with and interested in this information. Confirmation of the administrative data also will normally preclude an appeal by the rated officer based on inaccurate administrative data. Any administrative errors noted by the rated officer will be brought to the attention of the rating officials and corrected prior to their signature.

*Note. On OERs for APMC-managed AMEDD officers, who do not complete AT/ECT, block e will be left blank; these officers will not sign the completed DA Form 67–9 prior to submission to HQDA using the "My Forms" Portal on AKO in accordance with AR 623–3.*

- If the rated officer is physically unavailable to sign his or her OER (and the report cannot be forwarded to him or her to sign), is unable to sign the report digitally or manually, or refuses to sign the OER for any reason, the senior rater will either resolve the problem or explain the reason for the lack of a signature. Using the Wizard application, under the Senior Rater Actions tab of electronic DA Form 67-9, the senior rater will check the appropriate response to the question "Is the rated officer available for signature?" or the comment "Rated Soldier refused to sign." The applicable statement will be entered in part VII, block c ("The rated officer was unavailable for signature" and/or "The rated officer refused to sign").  
*Note. If the rated officer's signature is left blank in part II, block e, and the Wizard application, under the Senior Rater Actions tab of electronic DA Form 67-9 is not used to enter the appropriate statement, the "My Forms" Portal on AKO may not allow the report to be submitted. Evaluation reports stating that the officer cannot sign due to CAC issues will not be processed.*
- If the report is adverse or contains derogatory information concerning the rated officer, it must be referred to the rated officer before he or she signs the report.  
*Note. Using the Wizard application of electronic DA Form 67-9 will allow the senior rater to send an automated referral memorandum as a*

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**Table 2-2**  
**Authentication officer evaluation report—Continued**

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*built-in enclosure to the evaluation report.*

**Reference:** None

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## **2-6. Part III, duty description**

Part III provides for the duty description of the rated officer. The rating officials are responsible for ensuring that the duty description information is factually correct.

*Note.* The duty description on the OER Support Form (DA Form 67-9-1) can be automatically populated to the OER (DA Form 67-9) in the Wizard application associated with the electronic form within the "My Forms" Portal on AKO.

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**Table 2-3**  
**Duty description**

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**OER part III:** block a—Principal Duty Title

**Action required:** Match principal duty title with unit force structure documents or a principal duty title that describes duties performed; should be the same as the duty title found on DA Form 4037 (Officer Record Brief (ORB)).

*Note.* On OERs for all AMEDD officers attached or assigned to the APMC, the principal duty title will be "APMC-Managed Officer."

**Reference:** None

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**OER part III:** block b—Position AOC Code/Branch

**Action required:** For commissioned officers, this entry will contain, as a minimum, the first five characters of the position requirements code (such as 42B00); seven characters if an additional skill identifier (ASI) is needed; or nine characters if a language identification code is required; should be the same position code as on DA Form 4037.

**Reference:** None

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**OER part III:** block c—Duty Description

**Action required:** State the officer's significant duties and responsibilities, written in a succinct narrative (not bullet) format, using the present tense to identify what the rated officer is supposed to do or be responsible for in his or her duty position. Unless changes occurred during the rating period, the duty description on the OER should be the same as the one on the OER support form (or equivalent) and the DSF, if required. The rater will describe in detail the rated officer's duties and responsibilities, the number of personnel supervised, amount of resources under the rated officer's control, and scope of responsibilities. Descriptions must be clear and concise with emphasis on specific functions required of the rated officer. The rater should also note conditions unique to the assignment. For example, active Army officers who are assigned to full-time support duties with reserve component (RC) units or USAR officers assigned to active Army units often perform unique functions in that duty. In order to ensure that due consideration is given to these factors, the duty description should note these conditions. As a minimum, the duty description will include principal duties and significant additional duties.

- When a warrant officer is serving in a commissioned officer position, cite in part III, block c the approval authority from HQDA (DA Pam 611-21).
- When an officer is serving under dual supervision, the statement "Officer serving under dual supervision" will be entered as the first line of the duty description. The duty description will be jointly developed by the supervisors in each chain of command.

**Reference:** DA Pam 611-21

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## **2-7. Part IV, performance evaluation—professionalism and Army Values**

Part IV provides an assessment of a rated officer's professionalism, performance, and adherence to Army Values (including the APFT and the height and weight entries). Part IV contains a listing of the Army Values and the dimensions of the Army's leadership doctrine that define professionalism for the Army officer. The Army Values apply across all ranks, positions, branches, and specialties. These values are needed to maintain public trust and confidence in the Army and the qualities of leadership and management needed to maintain an effective Officer Corps. The Army Values and leader attributes/skills/actions are on the DA Form 67-9 to emphasize and reinforce professionalism. They will be considered in the evaluation of the performance of all officers. See table 2-4 for OER Army Values/attributes/skills/actions instructions.

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**Table 2–4****Performance evaluation—professionalism and Army Values officer evaluation report**

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**OER part IV: block a—Army Values**

**Action required:** The rater will check either a “YES” or “NO” in each of the values blocks. Specific comments are required for all “NO” entries. Comments will be made in part V, block b. Base each entry on whether or not the rated officer meets or does not meet the standard for each particular value. Comments, when provided, will refer to a specific value and be included in the narrative in part V, block b; sample reference: “A solid, trustworthy officer whose integrity is beyond reproach.” A list of the Army Values and their definitions follow (a more detailed explanation can be found in FM 6–22):

- 1. HONOR: Adherence to the Army’s publicly declared code of values.
- 2. INTEGRITY: Possesses high personal moral standards; honest in word and deed.
- 3. COURAGE: Manifests physical and moral bravery.
- 4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the Soldier.
- 5. RESPECT: Promotes dignity, consideration, fairness, and equal opportunity.
- 6. SELFLESS SERVICE: Places Army priorities before self.
- 7. DUTY: Fulfills professional, legal, and moral obligations.

**Reference:** None

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**OER part IV: block b—Leader Attributes/Skills/Actions**

**Action required:** The rater will first place an “X” in either the “YES” or “NO” box for each attribute/skill/action. Rater comments in part V, block b are mandatory and will explain any “NO” or blank entries on the front side of the form. Additionally, the rater must create a word picture by placing an “X” in the numbered box that corresponds to one attribute from part IV, block b.1, two skills from part IV, block b.2, and three actions from part IV, block b.3 that best describe the rated officer’s strengths. Comments may be provided on these strengths or any other leadership attributes/skills/actions in part V, block b. A list of attributes/skills/actions and their definitions are as follows:

- **Part IV: block b.1: ATTRIBUTES (Choose one)—Fundamental qualities and characteristics.**
- 1. MENTAL: Possesses desire, will, initiative, and discipline.
- 2. PHYSICAL: Maintains appropriate level of physical fitness and military bearing.
- 3. EMOTIONAL: Displays self-control; calm under pressure.
- **Part IV: block b.2—SKILLS (Competence) (Choose two)—Skill development is part of self-development, prerequisite to action.**
- 1. CONCEPTUAL: Demonstrates sound judgment, critical/creative thinking, and moral reasoning.
- 2. INTERPERSONAL: Shows skill with people: coaching, teaching, counseling, motivating, and empowering.
- 3. TECHNICAL: Possesses the necessary expertise to accomplish all tasks and functions.
- 4. TACTICAL: Demonstrates proficiency in required professional knowledge, judgment, and war-fighting.
- **Part IV: block b.3: ACTIONS (Leadership) (Choose three)—Major activities leaders perform: influencing, operating, and improving.**
- **INFLUENCING—Method of reaching goals while operating/improving.**
- 1. COMMUNICATING: Displays good oral, written, and listening skills for individuals/groups.
- 2. DECISION-MAKING: Employs sound judgment, logical reasoning, and uses resources wisely.
- 3. MOTIVATING: Inspires, motivates, and guides others toward mission accomplishment.
- **OPERATING—Short-term mission accomplishment.**
- 4. PLANNING: Develops detailed, executable plans that are feasible, acceptable, and suitable.
- 5. EXECUTING: Shows tactical proficiency, meets mission standards, and takes care of people/resources.
- 6. ASSESSING: Uses after-action reviews and evaluation tools to facilitate consistent improvement.
- **IMPROVING—Long-term improvement in the Army, its people, and organizations.**
- 7. DEVELOPING: Invests adequate time and effort to develop individual subordinates as leaders.
- 8. BUILDING: Spends time and resources improving teams, groups, and units; fosters ethical climate.
- 9. LEARNING: Seeks self-improvement and organizational growth; envisioning, adapting, and leading change.

**Reference:** None

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**OER part IV: block c—APFT**

**Action required:** In the spaces after APFT, the rater will enter “PASS” or “FAIL” and the date (YYYYMMDD) of the most recent record APFT administered by the unit within the 12-month period prior to the “THRU” date of the evaluation report; however, the APFT date does not always have to be within the period covered on the report. If the rated officer was unable to take a record APFT (due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2-mile run.

- For Soldiers with permanent profiles who have been cleared to take an alternate APFT, enter “PASS” or “FAIL” for the alternate APFT as prescribed by health care personnel. The APFT may include an alternate authorized aerobic event (walk, bike, or swim). No comment about the Soldier’s profile is required.
- For Soldiers with permanent profiles whose profiles prohibit them from taking the APFT, the entry will be left blank and the rater will explain the reason why it has been left blank.
- Soldiers with temporary profiles at the time of the unit’s record APFT will enter “PROFILE” and the date (YYYYMMDD) the profile was awarded. The date of the profile must be within 12 months prior to the “THRU” date of the evaluation report.
- Sample entries are: “PASS 20100414,” “FAIL 20100507,” or “PROFILE 20100302.” APFT numerical scores will not be entered.

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**Table 2-4**  
**Performance evaluation—professionalism and Army Values officer evaluation report—Continued**

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- The rater will address a “FAIL” entry for APFT in the rater’s narrative in part V, block b. Comments on “FAIL” entries may include the reason(s) for failure and/or note any progress toward meeting physical fitness standards (AR 350-1).
- A comment on “PROFILE” entries will be made only if the rated officer’s ability to perform his or her assigned duties is affected. The rater will explain the absence of an APFT entry in part V, block b. If the APFT has not been taken within 12 months of the “THRU” date of the report, the APFT data entry will be left blank. In accordance with AR 40-501, an APFT is not required for pregnant officers.
- For pregnant officers who have not taken the APFT within the last 12 months due to pregnancy, convalescent leave, and temporary profile, the rater will enter the following statement in part V, block b: “Exempt from APFT requirement in accordance with AR 40-501.”  
*Note. When using the Wizard application associated with the electronic form within the “My Forms” Portal on AKO, the APFT and height and weight statement will be combined.*
- In accordance with AR 350-1, officers 55 years of age and older have the option of taking the three-event APFT or an alternate APFT, but they will not be considered as being on profile unless a current profile exists.
- Additionally, officers 60 years of age and older have the option of not taking the APFT; however, they must maintain a personal physical fitness program approved by a physician and remain within compliance of height and weight standards of AR 600-9. If no APFT is taken, leave the APFT entry blank and make the following comment in part V, block b addressing the blank APFT entry: “Officer exempt from APFT requirement in accordance with AR 350-1.”
- Officers awaiting Basic Officer Leaders Course (BOLC)/warrant officer basic course (WOBC) attendance may be given an APFT, but no formal record of the score will be maintained. No APFT entry will be made in part IV, block c on the OER, and the rater will explain the absence of the entry in part V, block b stating: “Officer exempt from APFT requirement in accordance with AR 350-1.” The height and weight entry and compliance with the body fat composition standards of AR 600-9 will be entered in part IV, block c of the OER.
- Deployed units unable to administer the APFT due to mission or conditions will annotate OERs with the following statement: “Officer was unable to take the APFT during this period due to deployment for combat operations/contingency operations.” In accordance with AR 350-1 upon return from deployment, officers will be administered a record APFT no earlier than 3 months for active Army and 6 months for USAR and ARNG Officers. *Note. Officers are not exempted from complying with height and weight requirements of AR 600-9.*

**Reference:** AR 350-1, AR 40-501, and AR 600-9

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**OER part IV: block c (continued)—Height and Weight**

**Action required:** In the spaces after “HEIGHT” and “WEIGHT” the rater will enter the rated officer’s height and weight, respectively, as of the unit’s last record weigh-in. If there is no unit weigh-in during the period covered by the report, the rater will enter the officer’s height and weight as of the “THRU” date of the OER. An entry of “YES” or “NO” will also be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries are: “HEIGHT: 72, WEIGHT: 180 YES”; “HEIGHT: 71, WEIGHT: 225 NO”; or “HEIGHT: 73, WEIGHT: 215 YES.”

- For officers 60 years of age and older who must remain in compliance with height and weight standards, the height and weight entry will be completed. Soldiers 60 years of age or older are only exempted from the requirement to take the APFT.
- For an officer who exceeds the screening table weight, a “YES” entry may only be entered after a body fat measurement has been completed and found to be within body fat standards, as determined by tape measurement and the use of DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)).
- The rater will comment on a “NO” entry, indicating noncompliance with the standards of AR 600-9 in part V, block b. These comments should indicate the reason for noncompliance. Medical conditions may be cited for noncompliance; however, the “NO” entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in a weight control program will be indicated.
- For pregnant officers, the entire entry is left blank. The rater will enter the following statement in part V, block b: “Exempt from weight control standards of AR 600-9.” *Note. When using the Wizard application associated with the electronic form within the “My Forms” Portal on AKO, the APFT and height and weight statement will be combined.*
- Rating officials will not use the word “pregnant” nor refer to an officer’s pregnancy in any manner when completing the OER.
- Unless the Soldier has an approved request for an Army, DCS G-1 waiver of compliance with AR 600-9, the height and weight standards of AR 600-9 apply at all times, even when the officer is deployed for combat or contingency operations. If the Soldier has an approved Army G-1 waiver, the rater will enter “Rated officer has an Army G-1 waiver of compliance with AR 600-9.” In such cases, a copy of the Army G-1 approval memo will be submitted as an enclosure to the evaluation report. This entry will not be left blank.

**Reference:** AR 600-9

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**OER part IV: block d—Developmental Support Form**

**Action required:** Enter appropriate box check. Box check depends on the rated officer’s status—

- If the rated officer does not evaluate any CPTs, LTs, CW2s, or WO1s, or if instances other than the DSF were utilized by rating officials, the rater will place an “X” in the “NA” box.
- If the rated officer rates any CPTs, LTs, CW2s, or WO1s, the rater will place an “X” either in the “YES” or “NO” box to indicate if the rated officer is in compliance with the use of the DSF (or equivalent) when counseling officers of these ranks. The DSF rater’s responsibilities (if the rated officer rates officers in the grades mentioned) are described in paragraph 2-2.
- For a “NO” entry (for example, noncompliance with DSF completion on rated officers in the grades mentioned), the rater must provide comments in part V, block b to explain the reason for the entry.

**Reference:** None

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## 2-8. Part V, performance and potential evaluation (rater)

This part of the form provides an overall assessment of the rated officer's performance and potential. (These evaluations are further defined in AR 623-3.)

*Note.* When transferring narrative verbiage from another document to the evaluation report form, character spacing on the form may not be as it appears on the computer screen. Raters and users should print a copy of the form to check for correct spacing before completing and submitting the report to HQDA.

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**Table 2-5**  
**Performance and potential evaluation (rater) officer evaluation report**

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**OER part V: block a—Performance and Promotion Potential Evaluation**

**Action required:** The rater compares the performance and potential of the rated officer with his or her contemporaries (AR 623-3). The focus is on the results achieved and the manner by which they were achieved. The rater places an "X" in the appropriate box. The "OTHER" box in part V, block a is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. The rater may use the "OTHER" box for a colonel (COL/O-6) if he or she recommends retention without advocating promotion to brigadier general (BG). The "OTHER" box may also be used for command-directed reports made according to AR 623-3, if the rater decides the promotion is appropriate but must be explained. The "OTHER" box may not be used with entries in part V, block b as a gimmick to highlight promotion recommendations. These recommendations are more appropriately described by other boxes.

**Reference:** None

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**OER part V: block b—Performance Narrative**

**Action required:** The rater comments on specific aspects of the rated officer's performance. These comments are mandatory. At a minimum, the comments should address the key items mentioned in the duty description in part III and, as appropriate, the duty description, objectives, and contributions portions of the OER support form (or equivalent). Comments may address the rated officer's demonstrated professionalism and/or ability to maintain required standards for credentialing or certification, foreign language skills, or high-level security clearances. Mandatory comments required as a result of entries in part IV will also be included in this section. If the rater is serving as both rater and senior rater in accordance with AR 623-3, enter the statement "I am serving as both rater and senior rater in accordance with AR 623-3, paragraph 2-20 (or 2-21, as applicable)," or "I am serving as rater and senior rater in accordance with CG, USAHRC, exception to policy." The last statement in part V, block b will indicate that the rated officer has completed, (or initiated), an Army multi-source assessment and feedback (MSAF) as required by AR 350-1. If the rated officer has not initiated or completed a multi-source assessment as of the "thru date" on the evaluation, no comment will be entered. Rating officials are reminded that the MSAF is a self assessment tool. Although acknowledgment on the OER that a rated officer has initiated or completed an MSAF is required, the results of the MSAF will not be used as part of the formal evaluation. *Note.* For all AMEDD officers attached or assigned to the APMC who do not complete AT or ECT, the focus should be on aspects of the training performed other than duties mentioned in the duty description, which may have some impact in the event of mobilization.

**Reference:** None

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**OER part V: block c—Potential for Promotion Narrative**

**Action required:** The rater comments on specific aspects of the rated officer's potential. Evaluation of potential consists of an assessment of the rated officer's ability to perform in positions of greater responsibility. Comments should be specific and will address, as appropriate, the officer's potential for promotion, military and civilian schooling, specific assignment(s) (both in terms of level of organization and level of responsibility), and/or command (if appropriate for the rated officer's career field). Comments regarding separation/retirement should be reserved for the rated officer's final active duty report. If the report is not a final active duty OER, comments concerning separation are permitted only if the rated officer has an approved release date or if a retirement application has been received by HQDA. Comments are mandatory except for CW5s. *Note.* A senior rater who is serving as both rater and senior rater may make promotion potential comments here or enter a blank space in the .xfl form but make no comments in part V, block c; however, if no promotion potential comments are entered in part V, block c, the rater must make promotion potential comments in part VII, block c. Comments on potential are optional on OERs for AMEDD officers attached to the APMC who do not complete AT or ECT.

**Reference:** None

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**OER part V: block d—Unique Professional Skills/Potential Functional Category**

**Action required:**

- The rater may provide narrative comments indicating any unique skills/expertise that the rated officer possesses. The rater should focus on identifying any ability of special value to the Army which may not be evident in other areas of an officer's personnel file. This may include a detailed understanding of a particular technological application, a specialized expertise in an aspect of the Army's mission, or an in-depth understanding of a foreign culture. Some of the types of unique skills to consider are simulations expertise, language fluency/proficiency, special computer skills, advanced technical degree(s), special resource management skills, and special writing skills (published author).
- For all Army competitive category CPT OERs, the rater must enter a recommended potential functional category (FC) and a numerical branch (BR) or FA, as listed in DA Pam 600-3, for future service in part V, block d. This information will be stated "Would serve Army best in FC/BR" or "Would serve Army best in FC/FA." The senior rater will also enter this information in part VII, block d of the OER. While the rater and senior rater will normally agree, it is possible that both rating officials may make different recommendations. *Note.* Using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO will allow the rater to automatically enter the FC/BR or FC/FA in part V, block d. A senior rater who is serving as both rater and senior rater may enter a potential FC here for CPT or

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**Table 2-5**  
**Performance and potential evaluation (rater) officer evaluation report—Continued**

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*1LTP OERs, but he or she must enter a potential FC in part VII, block d. This requirement does not apply to USAR and ARNG OERs.*

**Reference:** None

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**2-9. Part VI, intermediate rater (if applicable)**

This part of the form is used only if an intermediate rater is included in the rating chain. Part VI is for the intermediate rater's assessment of the rated officer's performance and potential. This is the only part of the OER that is completed by the intermediate rater.

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**Table 2-6**  
**Intermediate rater officer evaluation report**

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**OER part VI:** Intermediate Rater

**Action required:** Narrative comments by the intermediate rater are mandatory. Comments should succinctly address the rated officer's performance and potential. Comments may address the rated officer's demonstrated professionalism and/or ability to maintain required standards for credentialing or certification, foreign language skills, or high-level security clearances. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the statement "I am unable to evaluate the rated officer because I have not been the intermediate rater for the required number of days." If the intermediate rater performs the functions of the rater, as authorized in AR 623-3, he or she will complete the rater's parts of the form. In this case, part VI will only cite the authority and reasons for assuming the rater's responsibilities.

**Reference:** None

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**2-10. Part VII, senior rater**

*a.* Part VII is the senior rater's assessment of the rated officer's performance and/or potential. Part VII is intended to capitalize on the senior rater's additional experience, broad organizational perspective, and tendency to focus on the organizational requirements and actual performance results. Information on the rated officer's support form (or equivalent) is intended to assist the senior rater and supplement more traditional means of evaluation, such as personal observation, reports and records and other rating officials.

*b.* To ensure that the senior rater is a senior official qualified to evaluate the rated officer, he or she must meet the minimum requirements that are set forth in AR 623-3.

*c.* In evaluating the whole officer, the senior rater makes an assessment of the officer's potential for promotion to the next higher grade when compared with other officers. In doing so, a senior rater must carefully manage the percentage of his or her "ABOVE CENTER of MASS" (ACOM) ratings and must, therefore, be aware of when an officer will be in a zone of consideration for promotion, command, or school selection in order to render ACOM ratings accordingly.

*Note.* A senior rater's subsequent statement that he or she rendered an inaccurate "CENTER OF MASS" (COM) or lower evaluation of a rated officer's potential in order to preserve ACOM ratings for other officers (for example, those in a zone for consideration for promotion, command, or school selection) will not be a basis for an appeal.

*d.* Senior raters of second lieutenants (2LTs) through brigadier generals (BGs), and warrant officer one (WO1s) through chief warrant officer four (CW4) will complete part VII, block b. An officer whose rank on an OER is a "P" (a promotable officer serving in an authorized position of the next higher rank) receiving a rating in part VII, block b will be profiled against the senior rater's profile for the next higher rank. An example is a CPT(P) serving in an authorized MAJ position, will be profiled against the senior rater's MAJ profile population. If the CPT(P) is not serving in an authorized MAJ position, they will be profiled against the senior rater's CPT profile population.

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**Table 2-7**  
**Senior rater officer evaluation report**

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**OER part VII:** block a—Promotion Potential/Number of Officers Senior Rated/OER Support Form

**Action required:**

— Based on the rated officer's duty performance, the senior rater assesses the rated officer's potential to perform duties and responsibilities at the next higher rank when compared with all other officers of the same rank and then places an "X" in the appropriate box. Comments in part VII, block c are mandatory for boxes checked "DO NOT PROMOTE" or "OTHER." The "OTHER" box is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. It also may be used for a COL (O-6), if the senior rater wishes to recommend retention without advocating promotion to BG and for reports for officers failing

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**Table 2–7**  
**Senior rater officer evaluation report—Continued**

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- selection for promotion (AR 623–3), if appropriate.
- The senior rater will enter the total number of Army officers of the same rank as the rated officer he or she currently senior rates. This information, in conjunction with additional information contained on the HQDA electronically generated label, will help HQDA selection boards identify senior raters with small rating populations and weigh the report accordingly.
  - The senior rater will also check the appropriate box concerning receipt of the DA Form 67–9–1 (or equivalent); comments are mandatory in part VII, block c for a "NO" entry.

**Reference:** None

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**OER part VII:** block b—Potential Box Check

**Action required:**

- The senior rater makes an assessment of the rated officer's overall potential when compared with all other officers of the same rank the senior rater has previously rated or currently has in his or her *Note*. *Promotable officers with a "P" after their current rank, serving in an authorized position of the next higher rank, are considered as officers of the next higher rank in making comparative assessments with contemporaries. On Senior Rater Profile Reports, they will be profiled against the next higher rank.* This potential is evaluated in terms of the majority of officers in the population. If the potential assessment is consistent with the majority of officers in that grade the senior rater will place an "X" in the "CENTER OF MASS" (COM) box. If the rated officer's potential exceeds that of the majority of officers in the senior rater's population, the senior rater will place an "X" in the "ABOVE CENTER OF MASS" box (ACOM). (The intent is for the senior rater to use this box to identify the upper third of officers for each rank). In order to maintain a credible profile, the senior rater must have less than 50 percent of the ratings of a rank in the ACOM/top box. Fifty percent or more in the top box will result in a COM label. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater believes the rated officer should be retained for further development, the senior rater will place an "X" in the "BELOW CENTER OF MASS–RETAIN" (BCOM–Retain) box. If the rated officer's potential is below the majority of officers in the senior rater's population for that grade and the senior rater does not believe the rated officer should be retained on active duty, the senior rater will place an "X" in the "BELOW CENTER OF MASS–DO NOT RETAIN" (BCOM–Do Not Retain) box.
- PART VII, block b will not be completed on MGs, and CW5s; an HQDA electronically generated label that states "No Box Check" for MGs, and CW5s will be placed over the boxes in part VII, block b. Part VII, block b must be completed on BGs and promotable BGs serving in authorized BG positions. *Note. Using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO will automatically eliminate the senior rater's ability to complete part VII, block b based on the entered "THRU date" and the rated officer's rank as entered in part I above.*
- To ensure maximum rating flexibility when rating populations change or to preclude a top box check from inadvertently profiling as a COM rating, senior raters need to maintain a "cushion" in the number of ACOM ratings given rather than playing too close to the line at less than 50 percent. This is best accomplished by limiting the top box to no more than one-third of all ratings given for officers of a given rank.
- To provide senior raters flexibility when initially establishing a credible Senior Rater Profile Report, the first single top box report processed against the senior rater's profile at that grade will generate an ACOM label, regardless of the actual profile. All other reports will receive an HQDA electronically generated label that reflects the senior rater's profile at the time the report is processed.

**Reference:** None

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**OER part VII:** c—Senior Rater Narrative

**Action required:** Narrative comments by the senior rater on rated officer's performance/potential are mandatory. Comments may address the rated officer's demonstrated professionalism and/or ability to maintain required standards for credentialing or certification, foreign language skills, or high-level security clearances. Simply stating concurrence with the rater's or intermediate rater's evaluation does not fulfill the intent of this paragraph.

- When the senior rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement in part VII, block c: "I am unable to evaluate the rated officer because I have not been the senior rater for the required number of days." In these cases, all other entries in part VII, blocks a, b, and d will be left blank. *Note. Senior raters will use the Wizard application associated with the electronic form within the "My Forms" Portal on AKO to automatically enter the appropriate statement in DA Form 67–9, part VII, block c, if he or she is unable to evaluate the rated officer. On OERs for AMEDD officers attached or assigned to the APMC who do not complete AT or ECT, the commander, APMC, will enter the statement that he or she is unable to evaluate the rated officer, using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO, all other entries in part VII will be left blank.*
- The senior rater enters narrative comments in this block. Bullet comments are prohibited. Potential comments should primarily focus on the rated officer's potential for promotion, command, schooling (military and civilian), successive duty assignments and level of assignments, and/or retention, when applicable. Senior raters may also address performance, the administrative review, or the evaluations of the rater and intermediate rater. *Note. Senior raters will not separate performance and potential comments with a blank line if both the rated officer's performance and potential are addressed.*

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**Table 2-7**  
**Senior rater officer evaluation report—Continued**

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- Anything unusual about the report will also be noted here (for example, APFT and height and weight data or explanatory comments, if not included; inability or refusal of the rated officer to complete a DA Form 67-9-1; lack of rated officer's signature; signatures are out of sequence on the report; changes in an evaluation resulting from rated officer comments; and that multiple referral attempts have been made to the rated officer). *Note. If the rated officer is physically unavailable to sign (and cannot have it forwarded to him or her to sign), unable to sign, or refuses to sign the OER, for any reason, the senior rater will either resolve the problem or use the Wizard application associated with the electronic form within "My Forms" Portal on AKO to automatically enter the appropriate statement explaining why the rated officer's signature is left blank in part II, block e. Otherwise, the "My Forms" Portal on AKO may not allow the report to be submitted. An evaluation report stating that the officer cannot sign due to CAC issues is unacceptable and such reports will not be processed. The report will not be delayed because it lacks the rated officer's signature.* If the senior rater's evaluation is based on infrequent observation of the rated officer, this fact should be noted. Senior raters may also comment on the fact the rated officer is in a rating population that includes three officers or fewer. The senior rater may not comment on or make reference to actual placement of the box check in part VII, block b, the boxes or how the rated officer would be profiled.
- In cases when the senior rater is also serving as the rater, he or she will complete the rater's portion of the report (part IV). Comments in part V, blocks b, c, and d are optional, but part V, block b will be used to cite the authority for the rating official to act as both rater and senior rater. (Appropriate comments for part V, block b include "Serving as rater and senior rater in accordance with AR 623-3, paragraphs 2-20 (or 2-21)" or "Serving as rater and senior rater in accordance with the CG, USAHRC, exception to policy.") *Note. If the senior rater does not enter promotion potential comments in part V, block c, he or she will enter a blank space so the system will allow him or her to sign the completed report.* The senior rater must complete all blocks in part VII. Comments in part VII, block c are mandatory. Promotion potential comments will be entered either in parts V, block c or VII, block c. The senior rater will sign the report in both the senior rater's and the rater's signature blocks.

**Reference:** None

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**OER part VII:** block d—Three Future (Successive) Assignments/Potential Functional Category

**Action required:**

- The senior rater will list up to three (at least two) different successive duty positions (by job title) in which the rated officer is best suited to serve based on the rated officer's duty performance and demonstrated potential, focusing on the next 3 to 5 years of service. *Note. An exception to this rule exists for "Relief for Cause" reports on which the rater indicates "Do not promote" and the senior rater indicates a rating of "BCOM-Do Not Retain." On these reports only, no successive duty positions are required.*
- For all Army competitive category CPT OERs, the rater must enter a recommended potential FC and a numerical BR or FA, as listed in DA Pam 600-3 for future service in part V, block d. This information will be stated, "Would serve Army best in FC/BR" or "Would serve Army best in FC/FA." While the rater and senior rater will normally agree on the recommended FC, it is possible that both rating officials may make different recommendations. *Note. Using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO will allow the rater to automatically enter the FC/BR or FC/FA in part V, block d. This requirement does not apply to USAR and ARNG OERs.*

**Reference:** None

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## **2-11. Senior Rater Profile Report (DA Form 67-9-2), Officer Evaluation Reporting System, and Headquarters, Department of the Army electronically generated label**

The Senior Rater Profile Report provides statistical information on a senior rater's assessments of officers, by rank, sequenced in the order of receipt at HQDA. It includes data on officers of all components (active Army, USAR, and ARNG). To access the Senior Rater Profile Report use the following Web site: <https://knoxhrc16.hrc.army.mil/dash2/>.

*Note.* Senior-rated noncommissioned officers (NCOs) also appear on the Senior Rater Profile Report; however, their reports are not considered in the statistical data of the profile.

*a.* This report, created by the application that processes OERs and NCOERs and maintains the data for senior rater OER profiles, shows rated officers' names, sorted by rank, in the sequence of OER receipt date. Information from all HQDA-accepted OERs rendered by a senior rater is compiled in the Senior Rater Profile Report by name and by rank. The rank in which a promotable rated officer or warrant officer will be profiled is determined by the rank entered in part I, block c of the OER. The information from this profile is reflected on individual reports on the HQDA electronically generated label.

*b.* The senior rater evaluation timeliness report is a section of the Senior Rater Profile Report and consists of two parts. The first part compiles statistical information on evaluation report submissions, separated by rank, and displays the total number of reports submitted, the total number of OERs and NCOERs submitted on time, and the percentage of reports submitted on time.

*Note.* The only information that will not display on this report is that for ARNG NCOERs. The second part, consisting of additional pages as necessary, displays administrative information on the specific OERs and NCOERs that were not submitted on time.

*c.* The HQDA electronically generated label overlays the senior rater potential box check, part VII, block b on the

OER and compares the senior rater's box check in part VII, block b with his or her profile at the time the OER processes at HQDA. This comparison generates a label that will contain one of the following statements:

(1) ACOM. The number of ratings in the first box must be less than 50 percent of all ratings in the profile for that rank.

(2) COM. A rating in the second box regardless of the profile or a rating in the first box when 50 percent or more of all ratings in the profile for that grade are in the first box.

(3) BCOM-Retain. A rating in the third box regardless of the Senior Rater Profile Report.

(4) BCOM-Do Not Retain. A rating in the fourth box regardless of the Senior Rater Profile Report.

(5) NOT EVALUATED. The senior rater does not meet minimum rating qualifications.

(6) GENERAL OFFICER. The rated officer is a general officer.

d. The label will also contain the rated officer's and senior rater's ranks, names, and SSNs; the date the report was received at HQDA; total ratings by the senior rater for those rated in the same grade; and the number of times the rated officer has been rated by this senior rater, which helps to identify senior raters with small rating populations.

e. Batch-processed OERs (more than one OER with the same senior rater received on the same date) are identically incremented against the senior rater's profile based on the date of receipt at HQDA (not the submission date) (for example, if a senior rater's profile is ACOM-2 and COM-4 and two ACOM reports arrive at HQDA the same day, the senior rater's profile for both reports will be ACOM-4 and COM-4). Both reports will receive a COM label because the senior rater has failed to maintain a percentage of less than 50 percent. Consequently, senior raters must personally monitor the submission of OERs to HQDA to ensure they are submitted in the desired sequence. Improperly sequenced OERs are not a basis for an appeal.

f. Senior raters will have one profile with data for all officers senior-rated (active Army, USAR, and ARNG). Senior raters may access their profile and timeliness reports online. Alternatively, they (or their designated representative) may request a copy of the DA Form 67-9 from the Evaluation Systems and Policy office (addresses in app B).

## 2-12. Referral process

a. If a referral is required (AR 623-3), the senior rater will place an "X" in the appropriate box in part II, block d on the completed DA Form 67-9 (for example, when the senior rater has signed and dated the completed report). The report will then be given to the rated officer for signature and placement of an "X" in the appropriate box in part I, block Id.

*Note.* While the rated officer may refuse to sign a referred report, the rated officer must check either the "YES" or "NO" box to indicate whether or not comments will be provided.

b. The rated officer may comment if he or she believes that the rating and/or remarks are incorrect. The comments must be factual, concise, and limited to matters directly related to the evaluation rendered on the OER; rating officials may not rebut rated officer's referral comments. Enclosures or attachments that contain extraneous or voluminous material, or items already contained within the officer's file are not normally in the rated officer's best interest; and therefore, should be avoided. Any enclosures or attachments to rebuttal comments will be withdrawn and returned to the rated officer when the OER is forwarded to HQDA.

c. The rated officer's comments do not constitute an appeal. Appeals are processed separately, as outlined in chapter 6. Likewise, the rated officer's comments do not constitute a request for a Commander's Inquiry. Such a request must be submitted separately.

d. If the senior rater decides that the comments provide significant new facts about the rated officer's performance and that they could affect the rated officer's evaluation, he or she may refer them to the other rating officials. They, in turn, may reconsider their individual evaluations. The senior rater will not pressure or influence the other rating officials to change their evaluations. Any rating official who elects to raise his or her evaluation of the rated officer as a result of this action may do so. However, the evaluation may not be lowered because of the rated officer's comments. If the evaluation report is changed but still requires referral, the report must again be referred to the rated officer for acknowledgment and new comments. Only the latest acknowledgment and comments (if submitted) will be forwarded to HQDA with the completed evaluation report.

e. If the rated officer is unavailable to sign the OER for any reason or cannot be contacted and a written referral is required (referral process for OERs is in AR 623-3) the following procedure must be followed:

(1) The senior rater will refer, in writing, a copy of the completed evaluation report (a report that has been signed and dated by all rating officials) to the rated officer for acknowledgment and comment. (See fig 2-4 for a sample referral memorandum and fig 2-5 for a sample acknowledgment memorandum.)

*Note.* These documents are provided under the enclosure tab of the Wizard application associated with the electronic form within the "My Forms" Portal on AKO of the electronic evaluation report.)

This will be done even if the rated officer has departed due to PCS, retirement, or release from active duty (REFRAD). A reasonable suspense date should be given for the rated officer to complete this action. In this referral, the rated officer will be advised that his or her comments do not constitute an appeal or request for a Commander's or Commandant's Inquiry.

(2) Upon receipt of the rated officer's acknowledgment, the senior rater will include it with an original or a signed copy of the referral letter to the original report and forward it to—

(a) The reviewer, if appropriate.

(b) The battalion/brigade adjutant (BN/BDE S1) or administrative section or HQDA, as appropriate.

(c) The other rating officials if paragraph *d*, above, applies.

1. If the rated officer fails to respond within the suspense period, the senior rater will include a signed copy of the referral to the original report and indicate either on the original referral memorandum or a second document that the rated officer failed to complete his or her acknowledgment. The senior rater will then send it to the reviewer. Reviewers will complete administrative review and forward to BN/BDE S1 or administrative section or HQDA, as appropriate.

2. Senior raters will, when possible, refer reports to the rated officer prior to his or her departure.

3. A rated officer is responsible for leaving a current forwarding address or e-mail address when he or she departs a unit. Mailing a referred OER by certified mail to an officer's last disclosed mailing address is sufficient to constitute constructive service of a referred OER. If an OER sent by certified mail to an officer's last known forwarding address is returned, indicating that the officer may not be reached at that address, the senior rater will attach a signed copy of the referral to the original report and indicate either on the original referral or a second attachment that the rated officer failed to complete his or her acknowledgment. The senior rater will then send it to the reviewer, BN/BDE S1 or administrative section or HQDA, as appropriate.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

S: *(suspense date)*

*(Office Symbol)*

*(Date)*

MEMORANDUM FOR *(rated Soldier's name and address)*

SUBJECT: Officer Evaluation Report **(or)** Service School Academic Evaluation Report **(or)** Civilian Institution Academic Evaluation Report Referral for *(rated Soldier's name, rank, and report period covered)*

1. Under the provisions of AR 623-3, Evaluation Reporting System, paragraph 3-28, and DA Pamphlet 623-3, Evaluation Reporting System, paragraph 2-12, the enclosed copy of your *(name of form, form number)*, for the period *(report start date)* through *(report end date)* is referred to you for acknowledgement. The specific reason for referral is *(cite reason(s) found in AR 623-3, applicable subparagraph of paragraph 3-28)*.
2. You must acknowledge receipt of the enclosed copy of your *(name of form, number of form)* and you may make comments, if desired. Any comments submitted must be factual, concise, and limited to matters directly related to the evaluation on the referred report. Enclosures to any comments you provide are not authorized and will be withdrawn prior to forwarding the report, referral, acknowledgement, and comments (if any) to Headquarters, Department of the Army.
3. Should you elect to submit comments with your acknowledgement, you are advised that they will not constitute a request for a Commander's or Commandant's Inquiry or evaluation report appeal. Such requests must be submitted separately under the provisions of AR 623-3, chapter 4.
4. Acknowledge receipt of the referred *(name of form, number of form)* and submit any desired comments to me, in accordance with the above indicated suspense date.

Encl  
as

*(Signature block of senior rater)*

*Notes:*

1. The electronic DA Form 67-9 (Officer Evaluation Report) in the "My Forms" Portal in AKO has a pre-prepared format for a referral memorandum as an enclosure to the basic form. If the electronic enclosure is used instead of a separate memorandum, the format will be completed and digitally signed, then submitted to the rated Soldier as an enclosure to the completed Officer Evaluation Report during the referral process.
2. Acceptable forms of acknowledgement include: signed Officer Evaluation Report, email, signed certified mail document, signed acknowledgement memorandum, signed comments, and so forth.

Figure 2-4. Sample format for referral memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR (senior rater name and address)

SUBJECT: Acknowledgement of Receipt of Officer Evaluation Report (or) Service School Academic Evaluation Report (or) Civilian Institution Academic Evaluation Report Referral Memorandum

1. I have read and acknowledged the (name of form, number of form) referral memorandum which I received (date).

2. I acknowledge that I have the opportunity to respond by submitting comments on my behalf in defense, extenuation, or mitigation of the evaluation. I further understand that my comments, if submitted, do not constitute a request for a Commander's or a Commandant's Inquiry or evaluation report appeal. If I choose to submit written comments, I understand that I must submit them by the stated suspense date.

3. I elect: (insert X in applicable box)

Not to submit comments on my behalf.

To submit written comments by the stated suspense date. I understand that if I select this option, but do not submit written comments by the suspense date, I may waive my right to respond.

(Signature block of rated officer)

Figure 2-5. Sample format for acknowledgment memorandum

### 2-13. "Relief for Cause" officer evaluation report instructions

If a rated officer or warrant officer is officially relieved (AR 623-3), the following specific instructions apply to completing a "Relief for Cause" evaluation report:

a. The potential evaluation in part V, block a of DA Form 67-9 must reflect "DO NOT PROMOTE" or "OTHER." A "DO NOT PROMOTE" recommendation is consistent with relief action and does not need further explanation. However, raters who want to make some other recommendation must check "OTHER" and explain their recommendation and reasons in view of the action to relieve.

b. The rating restriction in paragraph a, above, does not apply to a rater who has not directed the relief and does not agree with the relief. However, he or she must state his or her nonconcurrency in the proper narrative portions of the OER.

c. The evaluation report will identify the rating official who directed the relief. This official will clearly explain the reason for relief in his or her narrative portion of DA Form 67-9.

d. If the relief is directed by someone not in the designated rating chain, the official directing the relief will describe

the reasons for the relief in an enclosure to the report. See a sample "Relief for Cause" directed by a nonrating official memorandum in AR 623-3.

## **2-14. Mandatory review of officer "Relief for Cause" evaluation reports**

An additional review of "Relief for Cause" OERs is required following referral to the rated officer.

a. When an officer (commissioned or warrant) is officially relieved of duties and a "Relief for Cause" evaluation report is subsequently prepared (AR 623-3), the report will be referred to the rated officer or warrant officer, as described in the referral process in AR 623-3.

*Note.* This referral must be completed before taking any of the actions in the following subparagraphs.

b. If the relief was directed by the rater or intermediate rater, the senior rater will conduct the review provided he or she is an U.S. Army officer or a DA civilian. Otherwise, the first Army officer or DA civilian in the chain of command or supervision above the individual directing the relief will review the report.

c. Reviewers of "Relief for Cause" OERs will—

(1) Ensure that the narrative portions of the OER contain factual information that fully explain and justify the reason for the relief.

(2) Verify that any derogatory information has been accurately reflected.

(3) Ensure that the evaluation report has been prepared as prescribed in AR 623-3 and this publication.

(4) Ensure that the evaluation report has been returned to the rated officer for comment.

(5) Review relieved officer's referral comments, if provided.

d. The procedures for reviewing "Relief for Cause" OERs are as follows:

(1) If the senior rater is qualified to serve as the reviewer and is satisfied that the report is clear, accurate, complete, and fully in accordance with the provisions of the regulation, he or she will continue to process the report.

(2) If the senior rater finds that the report is unclear, contains errors of fact, or is otherwise in violation of AR 623-3, he or she will return the report to the rater or intermediate rater, indicating what is wrong. The senior rater will avoid all statements and actions that may influence or alter an honest evaluation by the rater or intermediate rater. When the report has been corrected, it will be returned to the senior rater.

(3) If the senior rater is not an Army officer or DA civilian, or if the relief was directed by the senior rater or someone above the senior rater in the chain of command or supervision, the report will be reviewed by the first Army officer or DA civilian in the chain of command or supervision above the individual directing the relief. This officer will perform the functions described in paragraphs c(1) through (5), above. The senior rater (or other reviewer) will prepare and submit comments as an enclosure to the OER. If there is not an Army officer or DA civilian in the chain of command or supervision above the person directing the relief, the senior rater will request, in writing, that HQDA perform the review function (address in app B).

(4) Changed "Relief for Cause" OERs must be referred, again, by the senior rater (or other reviewer), in accordance with the referral process in AR 623-3, to the rated officer so that the corrected report may be acknowledged and comments can be provided, if desired. Only the final referral and acknowledgment are forwarded with the report to HQDA.

(5) If the corrected evaluation report is satisfactory to the senior rater (or other reviewer), the senior rater (or other reviewer) will continue to process the report.

(6) If the corrected evaluation report is not satisfactory to the senior rater (or other reviewer), or if the other rating officials disagree about the need for changes in the report, the senior rater (or other reviewer) will indicate objections to the report by adding a memorandum as an enclosure to the OER (see AR 623-3 for a sample supplementary review memorandum). When indicating objections, the senior rater (or other reviewer) is restricted to the requirements of reviewers of "Relief for Cause" reports (AR 623-3).

## **2-15. Submitting an addendum to previously submitted officer evaluation reports**

Rating officials will submit an addendum to a previously submitted OER when they become aware of new derogatory information that would have resulted in a lower evaluation of the rated officer or rated student (officer or NCO). See chapter 6 of this publication, AR 623-3 (report modifications, derogatory information and the redress program) for guidance on the correction of evaluation reports for other reasons.

a. The first commander in the officer's current chain of command who receives new information about a rated officer will ensure that all members of the original rating chain for the OER impacted by this new information are aware of it and are allowed to comment. If none of the original rating officials want to change or add to the original OER, no addendum will be prepared.

b. The addendum, according to instructions in paragraph 5-3, and figure 5-1, will contain the rated officer's name, grade, SSN, and the period covered by the report to which it applies. It will also state that all members of the rating chain have been allowed to add or change comments, and it will list those who did not want to comment.

c. On completion of this action, the commander will refer a copy of the addendum to the rated officer (OER) for acknowledgment and the opportunity to submit comments before sending it (and any signed comments) to HQDA (see

address in app B).

*Note.* For ARNG Soldiers, the addendum will be forwarded to HQDA through the state Adjutant General (AG). No changes will be made to the original evaluation report in the rated Soldier's official military personnel file (OMPF), but the addendum will be appended to the OER to which it has been prepared, along with any comments from the rated Soldier.

*d.* If not a member of the original rating chain, the commander's responsibility is only to coordinate the submission of the addendum. The commander may not add comments to the addendum unless he or she was a member of the original rating chain.

*e.* If any of the rating officials have been reassigned, released from active duty, incapacitated, or are otherwise unable to complete their part of an addendum prior to an investigation involving the rated officer, they will so indicate. If the rated Soldier cannot be contacted for review, the commander will comment on the action taken and the inability to contact the rated Soldier before submitting the addendum to HQDA. Specific instructions for referral are detailed in AR 623-3.

## 2-16. How to make corrections to officer evaluation reports

*a.* Reports that have been received and accepted for processing at HQDA will be visible in the Interactive Web Response System (IWRS) application when the receipt date is on or before the load date shown. Evaluation reports with administrative errors will be placed in an "ON HOLD" or "PENDING" status, awaiting corrected evaluation reports from the rating officials, BN/BDE S1, or administrative office. Examples of administrative errors include inaccurate or overlapping "FROM" and "THRU" dates, incorrect reason for submission, missing APFT status or date, and missing or incorrect height and weight data.

*b.* Review the administrative notes in the IWRS that identify the error(s) contained within a report. Following correction of these errors, the newly corrected evaluation report will be submitted to HQDA using the "My Forms" Portal on AKO.

*Note.* If corrections are made on paper copies of DA Form 67-9, mail the corrected evaluation report to the address in appendix B.

*c.* If the administrative notes for an OER state that the senior rater needs to contact HQDA, he or she must do so expeditiously to avoid delays in processing the OER to the rated officer's OMPF.

## 2-17. Headquarters, Department of the Army rejection of officer evaluation reports

HQDA review of evaluation reports may identify errors within the content of a report. Such reports will be indicated as "REJECTED" in the IWRS or they will be returned to the sender's "My Forms" Portal inbox. OERs with the following errors will be rejected as invalid:

- a.* Senior rater does not meet the minimum grade/rank requirements (AR 623-3).
- b.* Rating period does not meet minimum time requirements to render a report (AR 623-3).
- c.* Period covered overlaps the dates of a previously submitted evaluation report already in the officer's OMPF and fails to meet minimum rating requirements once the "FROM" date is corrected.
- d.* Receipt date at HQDA is prior to the "THRU" date on the report (see authentication of evaluation reports in AR 623-3).
- e.* "Complete the Record" evaluation reports are not received in a timely manner in accordance with the military personnel (MILPER) message announcing an HQDA-level selection board (AR 623-3).
- f.* "Complete the Record" or promotion OER is submitted or received for an officer who is ineligible for a specific selection board.
- g.* Evaluation reports are sent from a previous system that is now obsolete (for example, DA Form 67-8).
- h.* Subsequent evaluation reports are submitted or received with the same "FROM" and "THRU" dates.
- i.* Faxed copies of evaluation reports, which will be discarded without record of rejection in the IWRS.

**Table 2-8**  
**Codes and reasons for submitting reports for officer evaluation reports**

Code	Reason	Entered on report
02	Annual report	"Annual"
03	Change of rater	"Change of Rater"
04	Change of duty (under the same rater), retirement, or discharge; REFRAD or reassignment to IRR Control Group (RC only)	"Change of Duty" "Retirement" "Discharge" "REFRAD" or "Reassignment" <i>Note. USAR only; for reassignment of USAR Soldiers to an IRR Control Group.</i>

**Table 2–8  
Codes and reasons for submitting reports for officer evaluation reports—Continued**

05	Relief for cause	“Relief for Cause”
06	Depart on temporary duty (TDY), temporary change of station (TCS), or special duty(SD)	“Depart TDY/TCS/SD”
07	60–day optional report	“60 day Opt”
08	Senior rater optional report	“SR–Option”
09	Complete the record	“Complete Record”
10	Extended annual	“Extended Annual”
11	Rated officer failing selection for promotion	“Promotion”
12	REFRAD status: AT, active duty for training (ADT), ADOS–RC, ADOS or CO–ADOS (RC only)	“REFRAT” “REFRADT” “REFRADOS–RC” “REFRADOS” “REFRACO–ADOS” <i>Note. Used for USAR and NGB reports only.</i>
13	Rater optional report	“Rater Option”
14	Initial tour on extended active duty (ADOS) evaluation	“Initial”
16	Report based on application for RA appointment	“RA Appt”
17	Reports submitted on officers participating in TJAG’s Funded Legal Education Program or Excess Leave Program	“JAGC–OJT”
19	HRC directed	“AHRC Directed”
31	National Guard Bureau directed	“NGB Directed”
32	National Guard Bureau general officer nomination	“NGB GO Nomination”
33	Transfer from ARNG to another component	“Trans to Another Comp”
34	Transfer from ARNG to retired reserve	“Trans fm NG to Ret Res”
35	ARNG Soldier departure on ADT for more than 30 days	“NG DEP ADT (30 + days)”
36	ARNG departure on full-time training duty for more than 30 days	“NG DEP ADOS–RC (30=days)”
37	Transfer to the inactive national guard (ING)	“Trans to ING”
43	USAR general officer nomination	“GO Nomination”
44	Release from temporary active duty	“RETAD”

Notes:

<sup>1</sup> Codes other than those indicated in this table may appear in the drop-down menu on electronic forms.

<sup>2</sup> Use only the codes found in this table for processing OERs.

**Table 2–9  
Codes and reasons for nonrated periods for officer evaluation reports**

Code	Reason
C	Confinement in military or civilian detention facility, assignment to military personnel.
B	Break in service.
D	Temporary disability retirement list.
E	Leave (30 or more consecutive days).
F	Under arrest.
G	Healing with duty (for Warrior transition unit (WTU) Soldiers with duties assigned at the discretion of the WTU commander, see AR 623–3 for special situations).
H	Healing (for WTU Soldiers performing their healing mission).
I	In transit between duty stations, including leave, permissive TDY, and TDY.
M	Missing in action.

**Table 2-9**  
**Codes and reasons for nonrated periods for officer evaluation reports—Continued**

P	Patient (under doctor's care and unable to perform assigned duties, includes convalescent leave).
Q	Lack of rater qualification.
S	Student at military or civilian school.
T	On TDY/ SD/ TCS less than 90 calendar days.
W	Prisoner of war.
X	Authorized absence for participation in special program.
Z	None of the above.

Notes:

<sup>1</sup> Codes other than those indicated in this table may appear in the drop-down menu on electronic forms.

<sup>2</sup> Use only the codes found in this table for processing OERs

## Chapter 3

### Noncommissioned Officer Evaluation Report and Support Form Preparation

#### 3-1. Purpose and process for DA Form 2166-8-1

*a. Purpose.* Contribute to Armywide improved performance and professional development through increased emphasis on performance counseling. The rater uses DA Form 2166-8-1 to prepare for, conduct, and record results of performance counseling with the rated NCO. Its use is mandatory for counseling all NCOs, corporal (CPL) through command sergeant major (CSM); however, no DA Form 2166-8 (NCOER) is prepared for CPLs. The purpose of the counseling and support form is to improve performance counseling by providing structure and discipline to the process.

*b. Process.* Within the first 30 days of the rating period, effective date of lateral appointment to CPL, or promotion to sergeant (SGT), the rater will conduct the first counseling session with the rated NCO.

*Note.* See AR 623-3 for USAR Soldiers.

This initial counseling session is somewhat different from later counseling sessions in that the primary focus is on communicating performance standards to the rated NCO. It should specifically let the rated NCO know what is expected of him or her during the rating period. The rater shows the rated NCO the rating chain and a complete duty description, discusses the meaning of the values and responsibilities identified on the NCOER, and explains the standards for success. Before the rated NCO departs the counseling session, the rater will record key points that were discussed and obtain the rated NCO's initials on DA Form 2166-8-1.

*Note.* Always use the current version of the form in accordance with paragraph 1-2. Using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO allows the rater to automatically enter the rated NCO's administrative data in part I of the form based on the most current data from the authoritative database at HQDA. Auto-populated administrative data may be manually corrected, as needed. The use of SSNs on support forms is optional because these documents are used exclusively at the local level; however, full SSNs for the rated NCO and the senior rater assist in populating evaluation reports directly from the support form.

(1) Counseling sessions will be conducted at least quarterly for active Army and AGR NCOs and at least semiannually for ARNG and USAR NCOs performing inactive duty training (IDT). These counseling sessions differ from the first counseling session in that the primary focus is on telling the rated NCO how well he or she is performing. The rater will update the duty description and, based on observed actions and demonstrated behavior and results, discuss what was done well and what could be done better. The guide for this discussion is the success standards established in the previous counseling session. Prior to the conclusion of the counseling session, the rater will record key points discussed and obtain the rated NCO's initials on DA Form 2166-8-1.

(2) The rater will maintain one DA Form 2166-8-1 for each rated NCO until after the NCOER for the rating period has been approved and submitted to HQDA, Chief, National Guard Bureau, or the state AG. For CPLs who do not receive an NCOER, the counseling and support form will be maintained for 1 year. There is no regulatory requirement to keep DA Form 2166-8-1 beyond this time; however, maintaining the form on a case-by-case basis for possible future use to support personnel actions may be appropriate.

*c. Samples.* See figure 3-1 for a sample of this form.

NCOER COUNSELING AND SUPPORT FORM				FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.	
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.					
<b>PART I - ADMINISTRATIVE DATA</b>					
a. NAME (Last, First, Middle Initial) SMITH, JANE	b. SSN 000-00-0000	c. RANK MSG	d. DATE OF RANK 20060901	e. PMOSC 92Y52SG10	
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, SPT BN, 13th COSCOM, Fort Hood, TX III CORPS	STATUS CODE	g. RATED NCO'S EMAIL ADDRESS (.gov or .mil) jane.smith00@us.army.mil	m. UIC WASH26	n. CMD CODE UZ	o. PSB CODE FS16
<b>PART II - AUTHENTICATION</b>					
a. NAME OF RATER (Last, First, Middle Initial) DOE, JOE	SSN 111-11-1111	INITIAL	LATER	LATER	LATER
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT LTC, AG, Army Contracting Agency, Battalion Commander			RATER'S APO EMAIL ADDRESS (.gov or .mil) joe.doe00@us.army.mil		
b. NAME OF SENIOR RATER (Last, First, Middle Initial) SMITH, JACK	SSN 222-22-2222	INITIAL	LATER	LATER	LATER
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT GS-15, AG, Army Contracting Agency, Acting Director			SENIOR RATER'S APO EMAIL ADDRESS (.gov or .mil) jack.smith00@us.army.mil		
c. NAME OF REVIEWER (Last, First, Middle Initial) DOE, JANE	SSN 333-33-3333	INITIAL	LATER	LATER	LATER
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT COL, AG, Army Contracting Agency, Brigade Commander			REVIEWER'S APO EMAIL ADDRESS (.gov or .mil) jane.doe00@us.army.mil		
d. RATED NCO'S INITIAL'S	INITIAL	LATER	LATER	LATER	LATER
<b>PART III - DUTY DESCRIPTION (Rater)</b>					
a. PRINCIPAL DUTY TITLE Contracting Command NCOIC	b. DUTY MOSC 92Y5OG1				
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars) (See DA Pam 623-3, paragraph 3-1)					
d. AREAS OF SPECIAL EMPHASIS (See DA Pam 623-3, paragraph 3-1)					
e. APPOINTED DUTIES (See DA Pam 623-3, paragraph 3-1)					
f. PHYSICAL FITNESS & MILITARY BEARING APFT PASS      APFT DATE 20090920      HEIGHT/WEIGHT 69      145      YES					
<b>PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)</b>					
a. ARMY VALUES:      LOYALTY, DUTY, RESPECT/EO/EEO, SELFLESS-SERVICE, HONOR, INTEGRITY, PERSONAL					
TASK/ACTIONS: (See DA Pam 623-3, paragraph 3-1)			PERFORMANCE SUMMARY: (See DA Pam 623-3, paragraph 3-1)		

Figure 3-1. Example of DA Form 2166-8-1 (front)

RATED NCO'S NAME (Last, First, Middle Initial) SMITH, JANE		SSN 000-00-0000
<b>b. COMPETENCE:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duty proficiency; MOS competency</li> <li><input type="checkbox"/> Sound judgment</li> <li><input type="checkbox"/> Accomplishing tasks to the fullest capacity; committed to excellence</li> <li><input type="checkbox"/> Technical &amp; tactical; knowledge, skills, and abilities</li> <li><input type="checkbox"/> Seeking self-improvement; always learning</li> </ul>		
<b>TASK/ACTIONS:</b> (See DA Pam 623-3, paragraph 3-1)		<b>PERFORMANCE SUMMARY:</b> (See DA Pam 623-3, paragraph 3-1)
<b>c. PHYSICAL FITNESS &amp; MILITARY BEARING:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mental and physical toughness</li> <li><input type="checkbox"/> Displaying confidence and enthusiasm; looks like a soldier</li> <li><input type="checkbox"/> Endurance and stamina to go the distance</li> </ul>		
<b>TASK/ACTIONS:</b> (See DA Pam 623-3, paragraph 3-1)		<b>PERFORMANCE SUMMARY:</b> (See DA Pam 623-3, paragraph 3-1)
<b>d. LEADERSHIP:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mission first</li> <li><input type="checkbox"/> Instilling the spirit to achieve and win</li> <li><input type="checkbox"/> Genuine concern for soldiers</li> <li><input type="checkbox"/> Setting the example; Be, Know, Do</li> </ul>		
<b>TASK/ACTIONS:</b> (See DA Pam 623-3, paragraph 3-1)		<b>PERFORMANCE SUMMARY:</b> (See DA Pam 623-3, paragraph 3-1)
<b>e. TRAINING:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual and team</li> <li><input type="checkbox"/> Teaching soldiers how; common tasks; duty-related skills</li> <li><input type="checkbox"/> Mission focused; performance oriented</li> <li><input type="checkbox"/> Sharing knowledge and experience to fight, survive and win</li> </ul>		
<b>TASK/ACTIONS:</b> (See DA Pam 623-3, paragraph 3-1)		<b>PERFORMANCE SUMMARY:</b> (See DA Pam 623-3, paragraph 3-1)
<b>f. RESPONSIBILITY &amp; ACCOUNTABILITY:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Care and maintenance of equipment/facilities</li> <li><input type="checkbox"/> Conservation of supplies and funds</li> <li><input type="checkbox"/> Responsible for good, bad, right &amp; wrong</li> <li><input type="checkbox"/> Soldier and equipment safety</li> <li><input type="checkbox"/> Encouraging soldiers to learn and grow</li> </ul>		
<b>TASK/ACTIONS:</b> (See DA Pam 623-3, paragraph 3-1)		<b>PERFORMANCE SUMMARY:</b> (See DA Pam 623-3, paragraph 3-1)

DA FORM 2166-8-1, OCT 2011

Page 2 of 2  
APD PE v1.00ES

Figure 3-1. Example of DA Form 2166-8-1 (continued) (back)

### **3-2. Purpose and process for DA Form 2166-8**

*a. Purpose.* DA Form 2166-8 enables rating officials to provide HQDA with performance and potential assessments for each rated NCO, particularly for HQDA centralized selection board processes. It also provides valuable information, ensures that sound personnel management decisions can be made, and each NCO's potential can be fully developed.

*b. Process.* The completion of DA Form 2166-8 requires rating officials to make a conscientious assessment of a rated NCO's performance in his or her assigned position and potential for increased responsibility and service in positions of higher ranks.

*Note.* The Armywide standard is to complete all portions of DA Form 2166-8 using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO, enter CAC-enabled digital signatures, and digitally submit the completed report to HQDA via the "My Forms" Portal on AKO. See AR 623-3 for submission procedures and appendix B for addresses and contact information for manual submission of completed NCOERs and associated documents. Information related to NCOERs on USAR and ARNG NCOs can be found in this pamphlet and in appendices in AR 623-3.

*c. Samples.* See figure 3-2 for a sample of this form.

NCO EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT IN AR 623-3.			
For use of this form, see AR 623-3; the proponent agency is DCS, G-1.									
<b>PART I - ADMINISTRATIVE DATA</b>									
a. NAME (Last, First, Middle Initial) SMITH, JANE			b. SSN 000-00-0000		c. RANK MSG ( )	d. DATE OF RANK 20060901	e. PMOSC 92Y52SG10		
f.1. UNIT HHC, SPT BN, 13th COSCOM, Fort Hood, TX		ORG. III CORPS	STATION III CORPS		ZIP CODE OR APO.	MAJOR COMMAND	f.2. STATUS CODE 03		g. REASON FOR SUBMISSION Change of Rater
h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL.	l. RATED NCO'S EMAIL ADDRESS (.gov or .mil)		m. UIC	n. CMD CODE	o. PSB CODE
FROM	THRU	6	E		jane.smith00@us.army.mil		WASH26	UZ	FS16
YEAR MONTH DAY 20090320	YEAR MONTH DAY 20091021								
<b>PART II - AUTHENTICATION</b>									
a. NAME OF RATER (Last, First, Middle Initial) DOE, JOE			SSN 111-11-1111		SIGNATURE		DATE (YYYYMMDD)		
RANK LTC	PMOSC/BRANCH AG	ORGANIZATION Army Contracting Agency		DUTY ASSIGNMENT Battalion Commander		RATER'S AKO EMAIL ADDRESS (.gov. or .mil) joe.doe00@us.army.mil			
b. NAME OF SENIOR RATER (Last, First, Middle Initial) SMITH, JACK			SSN 222-22-2222		SIGNATURE		DATE (YYYYMMDD)		
RANK GS-15	PMOSC/BRANCH AG	ORGANIZATION Army Contracting Agency		DUTY ASSIGNMENT Acting Director		SENIOR RATER'S AKO EMAIL ADDRESS (.gov. or .mil) jack.smith00@us.army.mil			
c. NAME OF REVIEWER (Last, First, Middle Initial) DOE, JANE			SSN 333-33-3333		SIGNATURE		DATE (YYYYMMDD)		
RANK COL	PMOSC/BRANCH AG	ORGANIZATION Army Contracting Agency		DUTY ASSIGNMENT Brigade Commander		REVIEWER'S AKO EMAIL ADDRESS (.gov. or .mil) jane.doe00@us.army.mil			
d. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)									
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.					SIGNATURE		DATE (YYYYMMDD)		
<b>PART III - DUTY DESCRIPTION (Rater)</b>									
a. PRINCIPAL DUTY TITLE Contracting Command NCOIC					b. DUTY MOSC 92Y50G1				
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and dollars) (See DA Pam 623-3, paragraph 3-6)									
d. AREAS OF SPECIAL EMPHASIS (See DA Pam 623-3, paragraph 3-6)									
e. APPOINTED DUTIES (See DA Pam 623-3, paragraph 3-6)									
f. COUNSELING DATES			INITIAL	LATER	LATER	LATER			
			20090330	20090620	20090918				
<b>PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)</b>									
a. ARMY VALUES. Check either "YES" or "NO". (Bullet Comments are mandatory. Substantive bullet comments are required for "NO" entries.)								YES	NO
	1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other Soldiers.								
	2. DUTY: Fulfills their obligations.								
	3. RESPECT/EO/EEO: Treats people as they should be treated.								
	4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.								
	5. HONOR: Lives up to all the Army values.								
	6. INTEGRITY: Does what is right - legally and morally.								
	7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).								
Bullet comments (See DA Pam 623-3, paragraph 3-6)									

Figure 3-2. Example of DA Form 2166-8 (front)

RATED NCO'S NAME (Last, First, Middle Initial) SMITH, JANE		SSN 000-00-0000	THRU DATE 20091021
<b>PART IV (Rater) - VALUES/NCO RESPONSIBILITIES</b>			
<i>Bullet comments are mandatory. Substantive bullet comments are required for "EXCELLENCE" or "NEEDS IMPROVEMENT."</i>			
b. COMPETENCE o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input checked="" type="checkbox"/>		(See DA Pam 623-3, paragraph 3-7)	
c. PHYSICAL FITNESS & MILITARY BEARING o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a Soldier  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input checked="" type="checkbox"/>		APFT   PASS                      20090920	HEIGHT/WEIGHT   69 / 145   YES
d. LEADERSHIP o Mission first o Genuine concern for Soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input checked="" type="checkbox"/>		(See DA Pam 623-3, paragraph 3-7)	
e. TRAINING o Individual and team o Mission focused; performance oriented o Teaching Soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input checked="" type="checkbox"/>		(See DA Pam 623-3, paragraph 3-7)	
f. RESPONSIBILITY & ACCOUNTABILITY o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging Soldiers to learn and grow o Responsible for good, bad, right & wrong  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> <i>(Exceeds std)</i> <i>(Meets std)</i> <i>(Some)</i> <i>(Much)</i> <input checked="" type="checkbox"/>		(See DA Pam 623-3, paragraph 3-7)	
<b>PART V - OVERALL PERFORMANCE AND POTENTIAL</b>			
a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.  AMONG THE BEST                      FULLY CAPABLE                      MARGINAL <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		e. SENIOR RATER BULLET COMMENTS (See DA Pam 623-3, paragraph 3-8)	
b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade. (See DA Pam 623-3, paragraph 3-8)  _____ _____ _____			
c. SENIOR RATER. Overall performance <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1   2   3   4   5 Successful   Fair   Poor		d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1   2   3   4   5 Superior   Fair   Poor	

Figure 3-2. Example of DA Form 2166-8 (continued) (back)

### 3-3. Part I, administrative data

Part I is for administrative data, which include identification of rated NCO, period of the report, and reason for submitting the report. See table 3-1 for NCOER administrative data instructions.

*Note.* Using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO allows the rater to automatically populate the administrative data in part I of DA Form 2166-8 based on the most current data from the authoritative database at HQDA.

---

**Table 3-1**  
**Administrative data NCO evaluation report**

---

**NCOER part I:**—Administrative entry (upper-right portion of screen)

**Action required:** Use the drop-down menu to edit the rated officer's component (RA, USAR, or ARNG)—All capital letters with no other extraneous marks.

**Reference:** None

---

**NCOER part I:** block a—Name

**Action required:** Enter the rated NCO's name (LAST, FIRST, MI, SUFFIX)—All capital letters

**Reference:** None

---

**NCOER part I:** block b—SSN

**Action required:** Enter the rated NCO's nine-digit SSN (123-45-6789)

**Reference:** None

---

**NCOER part I:** block c—Rank

**Action required:** Enter the three-letter abbreviation for the NCO's rank, not pay grade (for example, "SSG" for staff sergeant or "SFC" for sergeant first class). If the rated NCO in the rank of master sergeant (MSG) is frocked to first sergeant (1SG), SGM, or CSM, enter the rank, date of rank, and PMOS code held prior to the frocking action. In addition to the NCO's rank in part I, block c, enter the appropriate frocked rank in parentheses immediately following the rank entry. The entries are "SFC (1SG)," "MSG (SGM)," or "MSG (CSM)." If the rated NCO was reduced to specialist or below, enter the reduced rank. Reduction to another NCO grade does not require a report. *Note. Use the drop-down menu in the .xfl form to enter the rank and any frocked rank entry, if applicable. The "P" entry will not be used to identify promotable NCOs whether or not they are serving in a position of the next higher grade/rank; however, the "P" entry may be used for rating officials who are in a promotable status and serving in a position authorized for the next higher grade.*

**Reference:** AR 600-20

---

**NCOER part I:** block d—Date of Rank

**Action required:** Enter the date of rank (YYYYMMDD) for the NCO's rank as of the "THRU" date of the report. If the rated NCO is frocked, enter the date of rank for the rank held prior to the frocking action. If the rated NCO was reduced to specialist or below enter the effective date of the reduction.

**Reference:** None

---

**NCOER part I:** block e—PMOS

**Action required:** Enter up to nine digits of the PMOS (for example, 19E30, 42A5MA3, and 18Z5PW9LA). If an NCO does not possess an ASI or language identifier, only a five-digit (military occupational specialty (MOS) is entered. An alpha or numeric entry may be used to denote the last digit of the skill level ("O" or "0").

**Reference:** None

---

**NCOER part I:** block f.1.—Unit, Org, Station, ZIP Code or APO, Major Command, and part I, block f.2—Status Code

**Action required:** Enter the rated NCO's unit, organization, station, ZIP Code or APO, and Army command in the order listed on the form. *Note. The Wizard application associated with the electronic form within the "My Forms" Portal on AKO may not automatically enter deployed unit data; however, it may be manually changed on the form. USAR must include the appropriate Major USAR Command/USAR General Officer Command.*

— The address should reflect the rated NCO's location as of the "THRU" date of the report. While in a deployed status, indicate the data of the deployed unit. Alternatively, indicate the parent unit's address "w/dy at"(with duty at) the Soldier's deployed unit location.

— If rated NCO is USAR or ARNG NCO, enter status code in part I, block g.2 as follows:

IRR—individual ready reserve (or IRR-MOB for mobilized IRR Soldier).

IMA—individual mobilization augmentee (or IMA-MOB for mobilized IM Soldiers).

DIMA—drilling individual mobilization augmentee (or DIMA-MOB for mobilized DIMA Soldiers).

TPU—troop program unit.

ADOS—Active Duty for Operational Support.

AGR—active guard reserve.

MOB—Mobilized Soldier.

CO-ADOS—Contingency Operations Active Duty for Operational Support.

---

**Table 3-1**  
**Administrative data NCO evaluation report—Continued**

---

ADOS-RC—Active Duty for Operational Support-Reserve Component.  
M-DAY—Man-Day ARNG Traditional Soldiers

**Reference:** None

---

**NCOER part I:** block g—Reason for Submission

**Action required:** Enter the appropriate report code (left block) and reason (right block) that identify why the evaluation report is being prepared for submission.

**Reference:** Table 3-6

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**NCOER part I:** block h—Period Covered

**Action required:** The period covered is the period extending from the day after the “THRU” date of the last report to the date of the event causing the report to be written. The rating period is that period within the period covered during which the rated NCO serves in the same position under the same rater who is writing the report. The period covered and the rating period will always end on the same date (the “THRU” date of the report). The beginning date of the rating period may not be the same as the “FROM” date of the report. For example, an NCO departs on PCS on 1 July and is given a “Change of Rater” report with a “THRU” date of 30 June. After 5 days in travel and 20 days on leave, the NCO reports for duty on 26 July. On 1 November, the NCO is assigned to a new position and changes rater; he or she is given a “Change of Rater” report. The period covered on this report would be 1 July (“FROM” date) to 31 October (“THRU” date); however, the rating period would be from 26 July to 31 October. *Note. The “THRU” date on change of rater and “Change of Duty” evaluation reports will be the day before the change. For rated NCOs signing out on transition leave, the “THRU” date will be the rated NCO’s final duty day in the assigned duty position before transition leave begins. Use the “YYYYMMDD” format for “FROM” and “THRU” dates.* Evaluation reports will be rendered in the following situations:

- Active Army: An NCO’s initial report period begins on the effective date of promotion to SGT (including promotion to SGT following a reduction), reversion to NCO status after serving as a commissioned or warrant officer, reentry on active duty after a break in service, or the date of the Army Board for Correction of Military Records memorandum that approves reinstatement of a promotion.
- ARNG: The initial report period will begin on the effective date of promotion to SGT or the effective date assigned/attached to a unit, whichever occurs later.
- USAR-AGR: An NCO’s initial report period begins on the effective date of promotion to SGT or the effective date ordered to AGR status, whichever occurs later.
- USAR TPU: The initial report period will begin on the effective date of promotion to SGT or the effective month assigned/attached to a TPU from the IRR, IMA, ARNG, or active Army, whichever occurs later.
- IRR, IMA, or ING: The initial report period begins the day that the NCO performs duty in an AT/ADT/ADOS-RC/ADOS or IDT status for points or pay, or full-time National Guard duty. If a Soldier is promoted to SGT while on one of these active duty tours, the NCO will receive an evaluation report on an event occurring on or after the date when minimum rater qualifications are met from the effective date of promotion to SGT.

**Reference:** None

---

**NCOER part I:** block i—Number of Months

**Action required:** The number of rated months is computed by dividing the number of days in the rating period by 30. *Note. Do not use the number of days in the entire period covered by the report.* Subtract all nonrated time. If 15 or more days are left after dividing the rating period by 30, they will be counted as a whole month (for example, 130 days is 4 months and 10 days and is entered as 4 months; 140 days is 4 months and 20 days and is entered as 5 months).

**Reference:** None

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**NCOER part I:** block j—Nonrated Codes

**Action required:** Enter the appropriate codes from table 3-7. If there was no qualifying nonrated time during the period covered, leave blank. Entries in block j are not required for ARNG IRR and IMA Soldiers not on active duty.

**Reference:** Table 3-7

---

**NCOER part I:** block k—Number of Enclosures

**Action required:** Enter the number of enclosures. If there are no enclosures, enter “0” or leave blank. Possible enclosures include—

- Reviewer’s nonconcurrency memorandum.
- 30-day waiver memorandum.
- Memorandum for “Relief for Cause” directed by other than the rating officials.

**Reference:** AR 623-3

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**NCOER part I:** block l—Rated NCO’s AKO E-mail Address

**Action required:** Enter the rated NCO’s AKO e-mail address

**Reference:** None

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**Table 3-1**  
**Administrative data NCO evaluation report—Continued**

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**NCOER part I: block m—UIC**

**Action required:** Enter the rated NCO's UIC.

**Reference:** None

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**NCOER part I: block n—CMD Code**

**Action required:** Enter the rated NCO's command code (two characters); for ARNG NCOs, use "GB" or "NG." *Note. Codes from the most current authoritative database at HQDA can be automatically populated by using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO, if unknown.*

**Reference:** DOD Data Standard Codes in eMILPO and AR 623-3 (for Army National Guard)

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**NCOER part I: block o—PSB Code**

**Action required:** Enter the four-character alphanumeric "PSB" (administrative office) code for the servicing administrative office of the unit/organization/agency that prepared the NCOER. *Note. This code can be automatically populated by using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO. Normally, this code does not apply for NCOERs on USAR (TPU, DIMA, and drilling IRR) NCOs. For ARNG NCOERs, enter the two-digit (numeric) State code.*

**Reference:** DOD Data Standard Codes in eMILPO and AR 623-3 (for Army National Guard)

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### 3-4. Part II, authentication

Part II is for authentication by the rated NCO and rating officials after the evaluation report has been completed at the end of the rating period. To facilitate the rated NCO in signing the NCOER after authentication by the rating officials, the NCOER can be signed and dated by each individual in the rating chain up to 14 days prior to the "THRU" date of the report; however, the NCOER cannot be forwarded to HQDA until the "THRU" date of the report.

*Note.* Rating officials' names can be automatically entered by using SSNs and the Wizard application associated with the electronic form within the "My Forms" Portal on AKO.

The following rules apply:

- a. The reviewer's signature and date cannot be before the rater's or senior rater's signature.
  - b. The senior rater's signature and date cannot be before the rater's signature.
  - c. The rated NCO's signature and date cannot be before the rater's, the senior rater's, or the reviewer's signatures.
- 

**Table 3-2**  
**Authentication NCO evaluation report**

---

**NCOER part II: block a—Name of Rater**

**Action required:** First Line: Last, First, MI, Suffix—All capital letters/SSN (123-45-6789) (optional)/ signature/validation

— Second line: Rank, PMOS (warrant officer or NCO) or basic branch (commissioned officer), organization, duty assignment/AKO e-mail address. The rank entry will be the current (as of the "THRU" date of the report). A rating official who has been frocked to a higher rank and is serving in an authorized position for which he or she has been frocked will enter the frocked rank. *Note. The two-character branch entry will not be "GS" or the branch associated with an officer's FA. For general officers use "GO." The rater's signature and date are required on the completed evaluation report.*

— For raters of other Services, in addition to the raters' rank, enter their branch of Service (USN, USAF, USMC, or USCG). For example, a U.S. Navy captain would be entered as "CAPT" in the Rank block and "USN" in the PMOS/Branch block.

— Civil service raters will enter the pay grade (NSPS/GM/GG/GS/UA-#). For members of the senior executive service, "SES" will be entered in lieu of a rank/pay grade. For members authorized by an exception to policy or not in any category above, enter the appropriate grade level.

— For DA (Army) civilians only enter "DAC"; for civilians of other Services within DOD, enter "CIV" as the Branch.

— For rating officials of allied forces (under exceptional circumstances), leave the SSN blank. Enter the intermediate rater's country or country abbreviation in parentheses after the name (for example, (AU), (Italy), (GBR), and so forth). Other data remain the same. *Note. The "P" entry may be used for rating officials who are in a promotable status and serving in a position authorized for the next higher grade/rank. If the senior rater is serving as both the rater and senior rater, the senior rater's information and signature are required in parts II, blocks a and b.*

**Reference:** None

---

**NCOER part II: block b—Name of Senior Rater**

**Action required:** First line: Last, First, MI, Suffix— All capital letters/SSN (123-45-6789)/ signature/validation

— Second line: Rank, PMOS (warrant officer or NCO) or basic branch (commissioned officer), organization, duty assignment/AKO e-mail address. The rank entry will be the current (as of the "THRU" date). A rating official who has been frocked to a higher grade and is serving in an authorized position for which he or she has been frocked will enter the frocked grade. *Note. The two-character branch entry will not be "GS" or the branch associated with an officer's FA. For general officers use "GO." The senior rater's signature and date are required on the completed evaluation report even if he or she is unable to evaluate the rated NCO due to lack of qualification.*

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**Table 3–2**  
**Authentication NCO evaluation report—Continued**

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- The senior rater has overall responsibility for ensuring the timely submission of an accurate DA Form 2166–8 in accordance with controls established by the commander.
- For senior raters of other Services, in addition to their rank, enter their branch of Service (USN, USAF, USMC, or USCG). For example, a U.S. Navy captain would be entered as “CAPT” in the Rank block and “USN” in the PMOS/Branch block.
- Civil service raters will enter the pay grade (NSPS/GM/GG/GS/UA-#). For members of the senior executive service, “SES” will be entered in lieu of a rank/pay grade. For members authorized by an exception to policy or not in any category above, enter appropriate grade level.
- For DA (Army) civilians only enter “DAC;” for civilians of other Services within DOD, enter “CIV” as the Branch.
- Senior raters serving as both rater and senior rater will enter data in both parts II, blocks a and b. *Note. The “P” entry may be used for rating officials who are in a promotable status and serving in a position authorized for the next higher grade/rank.*

**Reference:** None

---

**NCOER part II:** block c—Name of Reviewer

**Action required:**

- First line: Last, First, MI, Suffix— All capital letters/SSN (123–45–6789) (optional)/ signature/validation.
- Rank, PMOS (warrant officer or NCO) or basic branch (commissioned officer), organization, duty assignment/AKO e-mail address. For members of the senior executive service, “SES” will be entered in lieu of a rank/pay grade. For DA (Army) civilians, enter the pay grade and “DAC” as the PMOS/Branch. *Note. The “P” entry may be used for rating officials who are in a promotable status and serving in a position authorized for the next higher grade/rank. The reviewer’s signature, date, and concur/nonconcur box check are required on the completed evaluation report.*

**Reference:** None

---

**NCOER part II:** block d—Reviewer Concur/Nonconcur

**Action required:** Reviewer places an “X” in either the “Concur with Rater and Senior Rater Evaluations” or “Nonconcur with Rater and Senior Rater Evaluations” box indicating his or her assessment of the rater’s and senior rater’s evaluations. The reviewer ensures the accuracy of the evaluation report and consistency of the rater’s and senior rater’s evaluation of a rated NCO. *Note. A nonconcurrency memorandum as an enclosure to the NCOER is mandatory (see AR 623–3). Enclosures will not be used to add an additional concurrence to the report. The reviewer will ensure the rated NCO is provided a copy of the nonconcurrency memorandum enclosure.*

**Reference:** None

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**NCOER part II:** block e—Rated NCO’s Signature

**Action required:** The rated NCO will sign and date the report after it has been completed and signed by all rating officials in the rating chain.

- The rated NCO acknowledges that he or she has seen the completed report and verifies the accuracy of administrative data in part I (except part I, blocks k through o), the rating officials in part II, the duty description and counseling dates in part III and the APFT and height/weight entries in part IV, block c. This action increases administrative accuracy of the NCOER since the rated NCO is most familiar with and interested in this information. Confirmation of the administrative data also will normally preclude an appeal by the rated NCO based on inaccurate administrative data. Any administrative errors noted by the rated NCO will be brought to the attention of the rating officials and corrected prior to his or her signature. It is important that rated NCOs and rating officials clearly understand that the rated NCO’s signature does not constitute agreement or disagreement with the evaluations of the rater and/or senior rater. Rating officials will ensure that the rated NCO is aware of the redress process.
- If the rated NCO is physically unavailable to sign his or her NCOER (and the report cannot be forwarded to him or her to sign), unable to sign the report digitally or manually, or refuses to sign the NCOER for any reason, the senior rater will either resolve the problem or explain the reason for the lack of a signature. Using the Wizard application associated with the electronic form within the “My Forms” Portal on AKO, the senior rater will check the appropriate “NO” box response to the question “Is the rated Soldier available for signature?” or the comment “Rated Soldier refused to sign.” The applicable statement will then be entered in part VII, block c (“Soldier unavailable for signature” and/or “Soldier refused to sign”). *Note. If the rated NCO’s signature is left blank in block e, and the Wizard application associated with the electronic form within the “My Forms” Portal on AKO is not used to enter the appropriate status, the “My Forms” Portal on AKO may not allow the report to be submitted. An evaluation report stating that the NCO cannot sign due to CAC issues is unacceptable, and such reports will not be processed.*

**Reference:** None

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### 3–5. Part III, duty description

Part III provides for the duty description of the rated NCO. It is the responsibility of the rating officials to ensure the duty description information is factually correct. This information is entered by the rater and verified with the rated NCO. The duty description—

- a. Is an outline of the normal requirements of the specific duty position.
- b. Should show type of work required rather than frequently changing tasks.

- c. Is essential to performance counseling and evaluation. It is used during the first counseling session to tell the rated NCO what the duties of the position are and what needs to be emphasized.
- d. May be updated during the rating period.
- e. Is used at the end of the rating period to record what was important about the duties.

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**Table 3–3**  
**Duty description NCO evaluation report**

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**NCOER part III: block a—Principal Duty Title**

**Action required:** Enter principal duty title that matches the unit force management document or that most accurately reflects actual duties performed.

**Reference:** None

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**NCOER part III: block b—Duty MOSC**

**Action required:** Enter duty military occupational specialty code (MOSC) (at least five characters but no more than nine). If ASI and/or language skill identifier are required, the duty MOSC will be either seven or nine characters; if the position does not require ASI or language skill identifier only five characters will be used. In cases where the rated NCO is filling an officer position, enter the enlisted MOSC that best matches the officer position.

**Reference:** None

---

**NCOER part III: block c—Daily Duties and Scope**

**Action required:** Enter the most important routine duties and responsibilities in a series of phrases, starting with action words, separated by semicolons, and ending in a period. Use the present tense to identify what the rated NCO is supposed to do in his or her duty position. Unless changes occurred during the rating period, the duty description on the NCOER should be the same as the one on the NCO counseling form (DA Form 2166–8–1). Scope should include the number of people supervised, equipment, facilities, dollars involved, and any other routine duties and responsibilities critical to mission accomplishment. *Note. For ARNG AGR Soldiers assigned as readiness NCO or training NCO, enter both the NCO's table of organization and equipment (TOE) or table of distribution and allowances (TDA) assignment and the full-time support titles such as chief of a division/branch/section, or firing battery/readiness NCO. Include comments about both the position duties and the full-time support duties in blocks c through e.*

**Reference:** None

---

**NCOER part III: block d—Areas of Special Emphasis**

**Action required:** Enter areas of special emphasis/appointed duties as a list of tasks/duties, separated by semicolons, and ending with a period. This portion is most likely to change during the rating period. It should include the most important items that applied at any time during the rating period. *Note. For ARNG AGR Soldiers assigned as readiness NCO or training NCO, enter both the NCO's TOE or TDA assignment and the full-time support titles such as chief or firing battery/readiness NCO. Include comments about both the position duties and the full-time support duties in blocks c through e.*

**Reference:** None

---

**NCOER part III: block e—Appointed Duties**

**Action required:** Enter duties appointed to the NCO not normally included in the duty description. *Note. For ARNG AGR Soldiers assigned as readiness NCO or training NCO, enter both the NCO's TOE or TDA assignment and the full-time support titles such as chief of a division/branch/section, or firing battery/readiness NCO. Include comments about both the position duties and the full-time support duties in blocks c through e.*

**Reference:** None

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**NCOER part III: block f—Counseling Dates**

**Action required:** Enter the actual dates of counseling as documented on DA Form 2166–8–1 (YYYYMMDD). When counseling dates are omitted, the senior rater will enter a statement in part V, block e explaining why counseling was not accomplished. The absence of counseling will not be used as the sole basis for an appeal. However, the lack of counseling may be used to help support other claims made in an appeal.

**Reference:** None

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### 3–6. Part IV, Army Values/noncommissioned officer responsibilities

The assessment of a rated NCO's adherence to Army Values/NCO responsibilities is completed by the rater (including APFT performance and the height and weight entries in part IV, block c). Part IV, block a contains a listing of the Army Values that define professionalism for the Army NCO. They apply across all grades, positions, and MOSs. These values are needed to maintain public trust and confidence in the Army and the qualities of leadership and management needed to maintain an effective NCO Corps. These values are listed on DA Form 2166–8 to emphasize and reinforce professionalism. They will be considered in the evaluation of the performance of all NCOs. See table 3–4, Army Values/attributes/skills/actions and values/NCO responsibilities NCO evaluation report instructions.

*a. Army Values and NCO responsibilities.* Army Values and NCO responsibilities/requirements are the sole focus for performance evaluation in part IV of the NCOER. Box checks and bullet comments are used throughout the evaluation.

*Note.* The Armywide standard is to complete all portions of the NCOER using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO and submitting the completed report to HQDA via the "My Forms" Portal AKO. See rules for bullet comments (below). Mandatory specific bullet comments are required for all "NO" entries.

*b. Bullet comments.* Bullet comments are mandatory regardless of the ratings given (at least one bullet will be entered in each block of a through f). Standardized rules apply to bullet comments on DA Form 2166–8. Bullet comments will—

(1) Be short, concise, to the point. Bullets will not be longer than two lines, preferably one; and no more than one bullet to a line.

(2) Start with action words (verbs) or possessive pronouns ("his" or "her"); personal pronouns ("he" or "she") may be used; use past tense when addressing how the NCO performed and his or her contributions made during the rating period.

(3) Be double-spaced between bullets.

(4) Be preceded by a small letter "o" to designate the start of the comment. Each bullet comment must start with a small letter unless it's a proper noun (name) that is usually capitalized.

(5) Support the box checks by rating officials.

(6) A specific example can be used only once; therefore, the rater must decide under which responsibility the bullet fits best (or is most applicable).

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**Table 3–4**

**Army Values/attributes/skills/actions and values/noncommissioned officer responsibilities noncommissioned officer evaluation report**

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**NCOER part IV:** block a—Army Values/Attributes/Skills/Actions

**Action required:** The rater will check either a "YES" or "NO" in each of the Army Values blocks (1–7). Base each entry on whether or not the rated NCO meets or does not meet the standard for each particular value. Qualitative and substantiated bullet comments are used to explain any area where rated NCO is particularly strong or needs improvement. Brief definitions of each of the Army Values are on DA Form 2166–8, part IV, block a, and in FM 6–22.

*Note.* When transferring bullets from another document to the evaluation report form, character spacing on the form may not be as it appears on the computer screen. Recommend printing a copy of the form to check for correct spacing before completing and submitting the report to HQDA.

**Reference:** Standardized rules for bullet comments, paragraph 3–6b (above) and FM 6–22.

---

**NCOER part IV:** blocks b through f—Values/NCO Responsibilities

**Action required:** The rater will assess each responsibility listed and enter at least one bullet to justify box check.

- Excellence. Exceeds standards; demonstrated by specific examples and measurable results; special and unusual; achieved by only a few; clearly better than most others.
- Received physical fitness badge.
- Qualified entire squad as expert with M–16 and M–60.
- Awarded the Expert Infantryman Badge.
- Success. Meets all standards; majority of ratings are in this category; fully competitive for schooling and promotion. The goal of counseling is to bring all NCOs to this level.
- Shares experiences readily, constantly teaches Soldiers.
- Constantly seeking to improve, completed three sub-courses during rating period.
- Coached and played on company softball team.
- Established comprehensive cross-training program for his section.
- His platoon had only one tank on deadline report (for 10 days) during last 11 months.
- Needs improvement. Missed meeting some standard(s).
- Was often unaware of whereabouts of subordinates.
- Had the highest deadline rate in the company due to apathy.
- Unprepared to conduct formal training on three occasions.

**Reference:** Standardized rules for bullet comments, paragraph 3–6b

---

**NCOER part IV:** block c—APFT

**Action required:** In the space after the word "APFT" the rater will enter "PASS" or "FAIL" and the date (YYYYMMDD) of the most recent record APFT administered by the unit; it will be within the 12–month period prior to the "THRU" date of report. However, the APFT date does not have to fall within the period covered by the evaluation report. If the NCO was unable to participate in the most recent record APFT (for example, due to a profile or pregnancy), his or her status at that time will be documented appropriately. The APFT for Soldiers without profiles consists of push-ups, sit-ups, and a 2–mile run.

- For Soldiers with permanent profiles who have been cleared to take an alternate APFT, enter "PASS" or "FAIL" for the alternate APFT as prescribed by health care personnel and the date of the APFT. The APFT may include an alternate authorized aerobic event (walk, bike, or swim). No comment about the rated Soldier's profile is required.
- For Soldiers with permanent profiles whose profiles prohibit them from taking the APFT, the entry will be left blank and the rater will explain the reason it has been left blank.

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**Table 3-4****Army Values/attributes/skills/actions and values/noncommissioned officer responsibilities noncommissioned officer evaluation report—Continued**

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- Soldiers with temporary profiles at the time of the unit's record APFT will enter "PROFILE" and the date (YYYYMMDD) the profile was awarded. The date of the profile must be within 12 months prior to the "THRU" date of the evaluation report.
- Sample entries are; "PASS 20100414", "FAIL 20100507", or "PROFILE 20100302." APFT numerical scores will not be entered.
- The rater will address a "FAIL" entry for APFT in block c. Bullet comments for "FAIL" entries may include the reason(s) for failure and/or note any progress toward meeting physical fitness standards of AR 350-1.
- A comment on "PROFILE" entries will be made only if the rated NCO's ability to perform his or her assigned duties is affected.
- The rater will explain the absence of an APFT entry in block c. If the APFT has not been taken within 12 months of the "THRU" date of the report the APFT data entry will be left blank and the rater will provide an explanation in block c. In accordance with AR 40-501, an APFT is not required for pregnant NCOs.
- For pregnant NCOs who have not taken the APFT within the last 12 months due to pregnancy, temporary profiles, and/or convalescent leave, the rater will enter the following statement: "Exempt from APFT requirement in accordance with AR 40-501." *Note. When using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO, the APFT and height and weight statement will be combined.*
- In accordance with AR 350-1, NCOs 55 years of age and older have the option of taking the three-event APFT or an alternate APFT, but they will not be considered as being on profile, unless a current profile exists.
- Additionally, NCOs 60 years of age and older have the option of not taking the APFT; however, they must maintain a personal physical fitness program approved by a physician and remain within compliance of height and weight standards of AR 600-9. If no APFT is taken, leave the APFT entry blank and make a comment addressing the blank APFT entry, "NCO exempt from APFT requirement in accordance with AR 350-1."
- Deployed units unable to administer the APFT due to mission or conditions will annotate NCOERs with the following statement: "NCO unable to take the APFT during this period due to deployment for combat operations/contingency operations." In accordance with AR 350-1, upon return from deployment, NCOs will be administered a record APFT no earlier than 3 months for active Army and 6 months for USAR and ARNG NCOs. *Note. NCOs are not exempted from complying with height and weight requirements of AR 600-9.*
- Rater-specific information on bullet comments in block c for the following:
- "Received APFT badge" may be entered as a bullet comment to justify "excellence." The APFT badge is awarded for scores of 270 points and above with at least 90 points in each of the three events.
- NCOs who meet Army minimum standards for APFT, but fail to meet unit standards, will not be given a rating of "needs improvement" for physical fitness and military bearing, if such rating is based solely on the failure to meet unit standards.

**Reference:** AR 350-1, AR 40-501, and AR 600-9

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**NCOER part IV: block c—Height/Weight**

**Action required:** In the space after "Height/Weight" the rater will enter the rated NCO's height and weight as of the unit's last record weigh-in. If there is no unit weigh-in during the period covered by the report, the rater will enter the NCO's height and weight as of the "THRU" date of the NCOER. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries are: "72/180 YES" or "68/205 NO."

- For NCOs 60 years of age and older, who must remain in compliance with height and weight standards, the "Height/Weight" entry will be completed. Soldiers 60 years of age or older are only exempted from the requirement to take the APFT.
- The rater will enter a "YES" for NCOs who meet the table screening weight or are in compliance with the body fat standards of AR 600-9, as determined by tape measurement and the use of DA Form 5501.
- The rater will comment on a "NO" entry, indicating noncompliance with the standards of AR 600-9, in part IV, block c. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the "NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in a weight control program will be indicated.
- For pregnant NCOs, the entire entry is left blank. The rater will enter the following statement: "Exempt from weight control standards of AR 600-9." *Note. When using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO, the APFT and height and weight statement will be combined.*
- Rating officials will not use the word "pregnant," or refer to an NCO's pregnancy in any manner when completing the NCOER.
- Unless the Soldier has an approved request for Army, DCS G-1 waiver of compliance with AR 600-9, the height and weight standards of AR 600-9 apply at all times, even when the officer is deployed for combat or contingency operations. If the Soldier has an approved Army G-1 waiver, the rater will enter "Rated NCO has an Army G-1 waiver of compliance with AR 600-9." In such cases, a copy of the Army G-1 approval memo will be submitted as an enclosure to the evaluation report. This entry will not be left blank.

**Reference:** AR 600-9

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**3-7. Part V, overall performance and potential**

Structured potential ratings for overall performance and potential consist of, and include, rater box checks for promotion/service potential (rater); specific position recommendations (rater); overall performance and potential for promotion/service in positions of greater responsibility (senior rater). See table 3-5 below for completion instructions. See paragraph 3-6b for standardized bullet comment rules.

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**Table 3-5**  
**Part V—Overall performance noncommissioned officer evaluation report**

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**NCOER part V: block a—Rater—Overall potential**

**Action required:** Rater places an “X” in the appropriate box. NCOs receiving one or more “needs improvement” rating in part IV, blocks b through f cannot receive a rating of “among the best.” The following definitions will be used when completing block a:

- Among the best. NCOs who demonstrated a very good, solid performance and a strong recommendation for promotion and/or service in positions of greater responsibility.
- Fully capable. NCOs who have demonstrated a good performance and strong recommendation for promotion should sufficient allocations be available.
- Marginal. NCOs who demonstrated poor performance and should not be promoted at this time.

**Reference:** None

---

**NCOER part V: block b—Rater—Three future assignments**

**Action required:** Rater lists up to three (at least two) different future duty positions (by job title) in which the rated NCO could best serve the Army at the current or next grade. When the rated NCO is being reduced to a lower grade, raters may enter duty positions of the lower grade.

**Reference:** None

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**NCOER part V: block c—Senior Rater—Overall performance**

**Action required:** Senior rater evaluates overall performance by placing an “X” in the appropriate box. The senior rater’s box marks are independent of the rater’s. There is no specific box mark ratings required of the senior rater based on box marks made by the rater. The following definitions will be used when completing block c:

- Successful/superior. A “1” rating represents the cream of the crop and is a recommendation for immediate promotion. A “2” rating represents a very good, solid performance and is a strong recommendation for promotion. A “3” rating also represents a good performance and, should sufficient allocations be available, is a recommendation for promotion.
- Fair. Represents NCOs who may require additional training/observation and should not be promoted at this time.
- Poor. Represents NCOs who are weak or deficient and, in the opinion of the senior rater, need significant improvement or training in one or more areas. Do not promote and consider for DA imposed bar to reenlistment under the Qualitative Management Program.

**Reference:** None

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**NCOER part V: block d—Senior Rater—Overall potential for promotion and/or service in positions of greater responsibility**

**Action required:** Senior rater evaluates overall potential by placing an “X” in the appropriate box. The senior rater’s box marks are independent of the rater’s. There is no specific box mark ratings required of the senior rater based on box marks made by the rater. The following definitions will be used when completing block d:

- Successful/superior. A “1” rating represents the cream of the crop and is a recommendation for immediate promotion. A “2” rating represents a very good, solid performance and is a strong recommendation for promotion. A “3” rating also represents a good performance and, should sufficient allocations be available, is a recommendation for promotion.
- Fair. A “4” rating represents NCOs who may require additional training/observation and should not be promoted at this time.
- Poor. A “5” rating represents NCOs who are weak or deficient and, in the opinion of the senior rater, need significant improvement or training in one or more areas. Do not promote and consider for DA imposed bar to reenlistment under the Qualitative Management Program.

**Reference:** None

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**NCOER part V: block e—Senior Rater Bullet Comments**

**Action required:** When the senior rater does not meet minimum time requirements for evaluation of the rated NCO, he or she will enter the following statement: “Senior rater does not meet minimum qualifications.” Part V, blocks c and d will not be completed, but the senior rater will sign the report. Otherwise, bullet comments are mandatory.

- The senior rater must address any fair or poor ratings.
- If the senior rater meets the minimum time qualifications for evaluation, he or she must make bullet comments on potential and performance.
- The senior rater must address the lack of a rated NCO’s signature on the evaluation report. *Note. If the rated NCO is physically unavailable to sign (and cannot have it forwarded to him or her to sign), unable to sign, or refuses to sign the NCOER, for any reason, the senior rater will either resolve the problem or use the Wizard application associated with the electronic form within the “My Forms” Portal on AKO to automatically enter the appropriate statement explaining why the rated NCO’s signature is left blank in part II, block e. Otherwise, the electronic form within the “My Forms” Portal on AKO may not allow the report to be submitted. Evaluation reports stating that the NCO cannot sign due to CAC issues will not be processed. The report will not be delayed because it lacks the rated NCO’s signature.*
- In those cases when the senior rater is serving as both rater and senior rater, enter a bullet comment to explain why, such as “Rater relieved” or “Serving as rater and senior rater in accordance with AR 623-3, paragraph 2-20 (or para 2-21),” as appropriate. There is no requirement for the entry of this statement for GO and SES members serving in accordance with AR 623-3.

**Reference:** None

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### **3-8. “Relief for Cause” noncommissioned officer evaluation report instructions**

If a rated NCO is officially relieved (see AR 623-3) the following specific instructions apply to completing a relief report:

- a.* The rating official directing the relief will clearly explain the reason for relief in part IV, if the relieving official is the rater; if the relieving official is the senior rater, in part V, block e.
- b.* If the relief is directed by an official other than the rater or senior rater, the official directing the relief will describe the reasons for the relief in an enclosure (not to exceed one page) to the report (see AR 623-3 for a sample memorandum of “Relief for Cause” directed by a nonrating official).
- c.* Regardless of who directs the relief, the rater will enter the bullet, “The rated NCO has been notified of the reason for the relief” in part IV, block f.
- d.* The minimum rater and senior rater qualifications and the minimum rating period are 30 rated days (60 rated days for USAR TPU, DIMA, and drilling IR NCOs and ARNG NCOs). The fundamental purpose of this restriction is to allow the rated NCO a sufficient period to react to performance counseling during each rating period. Authority to waive this 30-day minimum rating period and rater and senior rater qualification period in cases of misconduct is granted to a general officer in the chain of command or an officer having general courts-martial jurisdiction over the relieved NCO. The waiver approval will be in memorandum format and attached as an enclosure to the report (see AR 623-3 for sample memorandum of 30-day minimum waiver).
- e.* The date of relief determines the “THRU” date of the report. “Relief for Cause” reports may be signed at anytime during the closing or following month of the report.
- f.* When the rater is relieved, or when the rated NCO and the rater are concurrently relieved, the senior rater will complete the rater and senior rater portions of the report for each of the rater’s subordinates. Enter “rater relieved” in part V, block e, and do not identify the relieved rater in part II, block a. (Refer to AR 623-3).

### **3-9. How to make corrections to noncommissioned officer evaluation reports**

*a.* Reports that have been received and accepted for processing at HQDA will be visible in the IWRS when the receipt date is on or before the load date shown in the IWRS application. Evaluation reports with administrative errors will be placed in an “ON HOLD” or “PENDING” status awaiting corrected evaluation reports from the rating officials, BN/BDE S1, or administrative office. Examples of administrative errors include inaccurate or overlapping “FROM” and “THRU” dates, incorrect reason for submission, missing APFT status or date, missing or incorrect height and weight data, and so forth.

*b.* Review the IWRS administrative notes that identify the error(s) contained within a report. Following correction of these errors, the corrected evaluation report will be submitted to HQDA using the "My Forms" Portal on AKO.

*Note.* If corrections are made on paper copies of the DA Form 2166-8, mail the corrected evaluation report to the address in appendix B.

*c.* If the administrative notes for an NCOER state that the senior rater needs to contact HQDA, this should be done expeditiously to avoid delays in processing the NCOER to the rated NCO’s OMPF.

### **3-10. Headquarters, Department of the Army rejection of noncommissioned officer evaluation reports**

HQDA review of evaluation reports may identify errors within the content of a report. Such reports will be indicated as “REJECTED” in the IWRS or they will be returned to the sender’s “My Forms” inbox on “My Forms” Portal on AKO. NCOERs with the following errors will be rejected as invalid:

- a.* Rating period does not meet minimum time requirements to render a report (AR 623-3).
- b.* Period covered overlaps the dates of a previously submitted evaluation report already in the NCO’s OMPF and fails to meet minimum rating requirements once the “FROM” date is corrected.
- c.* Receipt date at HQDA is prior to the “THRU” date on the report (see authentication of evaluation reports in AR 623-3).
- d.* Complete the record evaluation reports not received in a timely manner in accordance with the MILPER message announcing an HQDA-level selection board (AR 623-3).
- e.* Complete the record or promotion NCOER for an NCO who is ineligible for a specific selection board.
- f.* Evaluation reports from a previous system that is now obsolete (for example, DA Form 2166-7).
- g.* Subsequent evaluation reports with the same “FROM” and “THRU” dates.
- h.* Faxed copies of evaluation reports, which will be discarded without record of rejection in the IWRS.

**Table 3–6**  
**Codes and reasons for submission for noncommissioned officer evaluation reports**

Codes	Reason	Entered on Report
02	Annual	"Annual"
03	Change of rater	"Change of Rater"
04	Change of duty, retirement, or discharge; reassignment to USAR Control Group or IRR (RC only)	"Change of Duty" "Retirement" "Discharge" "Reassignment"— <i>Note. USAR only; for reassignment of USAR Soldiers to an IRR Control Group.</i>
05	Relief for cause	"Relief for Cause"
06	Depart TDY, TCS, SD	"Depart TDY/TCS/SD"
07	60–day option report	"60 day opt"
08	Senior rater option	"SR–Option"
09	Complete the record	"Complete Rec"
10	Extended annual	"Ext annual"
12	REFRAD status: AT, ADT, ADOS–RC, ADOS or CO–ADOS (RCs only)	"REFRAT" "REFRADT" "REFRADOS–RC" "REFRADOS" "REFRCO–ADOS" <i>Note. Used for USAR and NGB reports only.</i>

Notes:

<sup>1</sup> Codes other than those indicated in this table may appear in the drop-down menu on electronic forms.

<sup>2</sup> Use only the codes found in this table for processing NCOERs.

**Table 3–7**  
**Reason codes for nonrated time for noncommissioned officer evaluation reports**

Codes	Reason
A	Absent without leave/desertion/unsatisfactory participant (versus nonparticipant).
C	Confinement in military or civilian detention facility, assignment to military personnel control facility or assignment to correctional training facility.
D	Temporary disability retirement list.
E	Leave (30 or more consecutive days).
F	Under arrest.
G	Healing with duty (for WTU Soldiers with duties assigned at the discretion of the WTU commander, see AR 623–3).
H	Healing (for WTU Soldiers performing their healing mission).
I	In transit between duty stations, including leave, permissive TDY, and TDY.
M	Missing in action.
P	Patient (under doctor's care and unable to perform assigned duties/includes convalescent leave).
Q	Lack of rater qualification.
S	Student at military or civilian school.
T	On TDY/ SD/TCS less than 90 calendar days.
W	Prisoner of war.
X	Authorized absence for participation in special program.
Z	None of the above.

Notes:

<sup>1</sup> Codes other than those indicated in this table may appear in the drop-down menu on electronic forms.

<sup>2</sup> Use only the codes found in this table for processing NCOERs.

## **Chapter 4**

### **Academic Evaluation Report Forms and Preparation**

#### **Section I**

#### **DA Form 1059 – Service School Academic Evaluation Report**

##### **4–1. Purpose and process for DA Form 1059**

*a. Purpose.* AERs are prepared to document the participation of Soldiers who take part in resident and nonresident training at professional military education and functional training courses for which the preparation of DA Form 1059 as a course document has been deemed appropriate. DA Form 1059 is normally required for active Army, USAR, and ARNG Soldiers and personnel of other Services taking courses at Army schools, DOD-sponsored schools, NCO academies, allied nation schools, and USAR chaplain schooling (see AR 623–3 for policy guidance and school-specific information).

*Note.* The terms “Soldier” and “student” are synonymous for purposes of this chapter.

*b. Process.* Information required to complete AERs for students attending Service schools and NCO academies is described in paragraphs 4–2 through 4–7 and table 4–1. The reviewing official is responsible for the accuracy of the information in the completed AER. For policy guidance on preparation and submission requirements, see AR 623–3. Service schools that use the Army Training Requirements and Resources System (ATRRS) DA Form 1059 preparation module will also follow the guidance in that module to prepare and distribute the AER.

*Note.* For more information on the ATRRS application, go to the ATRRS webpage at <https://www.atrrs.army.mil> or email the ATRRS Help Desk at [ahelp@asmr.com](mailto:ahelp@asmr.com).

*c. Sample form.* See figure 4–1 for a sample of this form.



## 4-2. Administrative data

Part I (blocks 1 through 10) and block 15 (Authentication), is for administrative data and for identifying the rated Soldier (officer or NCO), the type of course attended, the period of the report, the reason for submitting the report, and explanation of nonrated periods. Part I is completed by the rater or his or her designated representative. Authentication is conducted in block 15.

*Note.* The date in the upper right corner of DA Form 1059 is the date on which the report was prepared.

---

**Table 4-1**

**DA Form 1059 – Preparing the Service school academic evaluation report (administrative data)**

---

**AER block:** 1–Name

**Action required:** Enter rated Soldier's name (LAST, FIRST, MI SUFFIX) – All capital letters

**Reference:** None

---

**AER block:** 2–SSN

**Action required:** Enter rated Soldier's nine-digit SSN (123-45-6789)

**Reference:** None

---

**AER block:** 3–Grade

**Action required:** Use three-character rank (for example, COL, CPT, CW2, MSG, or SGT)

**Reference:** None

---

**AER block:** 4–Branch

**Action required:** Use two-character code reflecting basic branch for commissioned officers or PMOS for warrant officers as shown in section I, career field on DA Form 4037.

**Reference:** None

---

**AER block:** 5–Specialty/MOSC

**Action required:** Enter the AOC codes for commissioned officers (example 12A/42H), see DA Pam 611-21. For warrant officers and enlisted personnel, enter the Soldier's PMOS (see section I, ORB and ERB).

**Reference:** DA Pam 611-21

---

**AER block:** 6–Course Title

**Action required:** Enter course title (include class number and year).

**Reference:** None

---

**AER block:** 7–Name of School

**Action required:** Enter name of the school

**Reference:** None

---

**AER block:** 8–Comp

**Action required:** Enter component of the Soldier. Enter "RA," "USAR," or "ARNG."

**Reference:** None

---

**AER block:** 9–Referred Report

**Action required:** If the report is a referred report in accordance with AR 623-3, paragraph 3-27, then the rater will mark the first box. The report will then be given to the rated Soldier for signature/validation and placement of an "X" in the appropriate box ("NO" if the rated Soldier does not wish to make comments or "YES" if the rated Soldier is going to attach comments).

**Reference:** AR 623-3, paragraphs 3-27 and 3-28

---

**AER block:** 10–Duration of Course

**Action required:** Enter the "FROM" date (beginning date of the course) and the "THRU" date (last date of the course) (YYYYMMDD). *Note. If the rated Soldier is terminated or dismissed from a course prior to the end date of the course, the "THRU" date will be the last day of attendance/supervision prior to his her termination or dismissal.*

**Reference:** None

---

**AER block:** 15–Authentication

**Action required:** This section will be prepared and signed by the rater and reviewing officer and the rated Soldier. The commandant or an authorized representative will review and sign the report. The rated Soldier will sign the report prior to school departure but after the rater and reviewing officer have signed the report. If the Soldier is unavailable for signature or refuses to sign the report, add the following comments "Rated Soldier not available to sign" or "Rated Soldier refused to sign" in block 14.

**Reference:** None

---

#### **4-3. Performance summary (block 11)**

a. This item must be completed for all officer and NCO courses except for students who are released from or resign from a course through no fault of their own, or have an approved retirement or resignation from military service, which will be explained in block 14 (para 4-6). The performance summary is intended to measure the level of performance of each student against the course standards. The rating official will identify each student's level of performance by placing an "X" beside the most appropriate entry as described below:

(1) "Exceeded Course Standards"—for those Soldiers whose overall course achievement is significantly above the standards of the course. The category is restricted to those students who are considered deserving by the commandant, but will not exceed 20 percent of the class enrollment.

(2) "Achieved Course Standards"—for those Soldiers who achieved the overall acceptable course standards as identified in the course grading plan.

(3) "Marginally Achieved Course Standards"—for those Soldiers who achieved, with difficulty, the minimum acceptable course standards as identified in the course grading plan.

(4) "Failed to Achieve Course Standards"—self explanatory. See paragraphs c(2) through (5), below regarding failure to meet APFT or body fat composition standards of AR 600-9.

b. Comments are required for entries corresponding with subparagraphs a(1), (3), and (4), above to detail and justify the level of performance indicated. Use block 14 for supporting comments. Over-stamping with "Distinguished Graduate, Honor Graduate, or Commandant's List," or any other over-stamping or highlighting is prohibited.

c. If "Marginally Achieved Course Standards" or "Failed to Achieve Course Standards" is checked, see AR 623-3 for referred AERs.

(1) Soldiers attending, in either a PCS or a TDY status, AER producing military schools and institutional training courses that are 60 days or more in length will be administered the APFT and height and weight screening as a mandatory course requirement. AER producing functional training courses may require an APFT as a graduation requirement for a course, regardless of their length. APFT data will be entered in block 14 of the DA Form 1059 as indicated in paragraph 4-6g.

*Note.* For officers in BOLC/WOBC, see paragraph 4-6g, and AR 350-1.

(2) Soldiers who meet academic course requirements but fail to meet the APFT or height and weight standards will complete training and their DA Form 1059 will be annotated to reflect their performance.

*Note.* Unless the Soldier has an approved request for Army G-1 waiver of compliance with AR 600-9, the height and weight standards of AR 600-9 apply at all times, even when the officer is deployed for combat or contingency operations. If the Soldier has an approved Army G-1 waiver, the rater will enter "Rated officer has an Army G-1 waiver of compliance with AR 600-9." In such cases, a copy of the Army G-1 approval memo will be submitted as an enclosure to the evaluation report. This entry will not be left blank.

(3) Soldiers who fail to meet APFT standards will be marked "Marginally Achieved Course Standards" (block 11c), and will include the comment, "Failed to meet APFT standards" (block 14).

(4) Soldiers who fail to meet height and weight or body fat composition standards of AR 600-9 will be marked "Marginally Achieved Course Standards" (block 11c), and will include the comment: "Failed to meet body fat composition standards" (block14).

(5) Soldiers who fail to meet both APFT and height and weight or body fat composition standards of AR 600-9 will be marked "Marginally Achieved Course Standards" (block 11c), and will include the comments: "Failed to meet APFT standards and failed to meet body fat composition standards" (block14).

#### **4-4. Demonstrated abilities (block 12)**

a. This item must be completed for all officer and NCO courses. Indicate the level of performance by placing an "X" beside the most appropriate entry as described below:

b. Comments, where required (blocks (1) and (3), above), must detail and justify the level of proficiency indicated. Use block 14 for supporting comments. If "Unsatisfactory" is checked, see AR 623-3 for AER referrals.

(1) "Superior"—Indicates the student has demonstrated an ability that is significantly above the standard.

(2) "Satisfactory"—Indicates the student has demonstrated an acceptable level of proficiency.

(3) "Unsatisfactory"—Self explanatory.

(4) "Not Evaluated"—Self explanatory.

#### **4-5. Academic potential (block 13)**

a. Indicate the student's potential for selection to the next higher level of schooling/training. If "NO" is checked see AR 623-3 for AER referrals. This pertains to the normal career progression and professional development courses as follows:

(1) Commissioned officers—Branch-specific officer advanced course, intermediate level education, and senior service college.

(2) Warrant officers—warrant officer advanced course, warrant officer staff and senior staff courses, and master warrant officer course.

(3) NCOs—Basic and advanced NCO courses (except for USAR Soldiers in BNCOC, phase I, see AR 623–3 for RC personnel not on active duty) and the Sergeants Major Course.

b. The evaluation should assess the rated Soldier’s—

(1) Ability to apply the knowledge derived during the school.

(2) Potential compared to students with similar experiences and motivation.

(3) Ability to contribute to group discussions.

#### **4–6. Rater comments (block 14)**

a. Comments are required to articulate the capabilities, potential, and/or limitations of the Soldier, including significant achievements or deficiencies, and degree awarded, if applicable. Explain entries requiring further description and enter additional comments as required based on boxes checked in blocks 11, 12, or 13.

b. Comments should be made if the Soldier—

(1) Displayed exceptional potential or demonstrated any exceptional capabilities, aptitudes, and/or limitations that should be considered in future selection opportunities/assignments.

(2) Lacked ability or motivation.

(3) Demonstrated moral or character deficiencies.

(4) Failed to respond to recommendations for improving academic or personal affairs.

(5) Was released from student status through no fault of his or her own (for example, medical or compassionate reasons) and is recommended for reinstatement in the course.

(6) Was released from student status based on an approved retirement or resignation.

(7) Was required to appear before an academic board.

c. If appropriate, comments should also be made if the Soldier has demonstrated the potential to be a Service school instructor.

d. For students in senior warrant officer training courses, enter as appropriate: “Officer (is) (is not) determined to be tactically and technically certified to serve as a senior warrant officer in MOS \_\_\_\_.”

e. For students in the master warrant officer course, enter as appropriate: “Officer (is) (is not) determined to be tactically and technically certified to serve as a Master Warrant Officer in MOS \_\_\_\_.”

f. For students who are awarded the Master of Strategic Studies degree, enter: “Student is awarded the Master of Strategic Studies degree.”

g. In accordance with AR 350–1, AER producing professional military education courses beyond initial military training that are 60 days or more will administer an APFT as a course requirement and the results will be entered on DA Form 1059. In addition, proponents of AER producing functional courses that require an APFT as a graduation requirement will enter the test results on DA Form 1059. Enter the APFT result (PASS/FAIL/PROFILE) with the test date (YYYYMMDD), the height and weight data, and “YES” or “NO” (to indicate compliance with the body fat standards of AR 600–9) below the narrative in block 14. See paragraph 4–3 (block 11) for comments required for APFT failure or noncompliance with the height and weight standards of AR 600–9. Officers attending BOLC/WOBC will meet the height and weight and body fat standards of AR 600–9 and will pass a record APFT prior to graduating from their final BOLC/WOBC. Additional guidance on APFT requirements for BOLC/WOBC students is stated in AR 350–1.

#### **4–7. Referred academic evaluation reports and mandatory review of failed to achieve course standards academic evaluation reports**

All referred AERs require referral to the rated Soldier for comment. A mandatory supplementary review of “Failed to Achieve Course Standards” AERs is required following referral to the rated Soldier.

a. See AR 623–3 for policy guidance to determine whether an AER report is referred or requires an addendum (fig 5–1 shows the addendum format).

b. A referred AER will be referred to the rated Soldier for an opportunity to comment as described in paragraph 2–12 and AR 623–3, as applicable.

*Note.* This referral must be completed before taking any of the actions in the following subparagraphs.

c. After signing a referred report or completing an addendum, the reviewing official will forward both the referred AER and the addendum to the student for acknowledgment and comment. The reviewer will ensure that the provisions of AR 623–3 have been followed. The rated Soldier will acknowledge receipt of the referred report or addendum and will mark in block 9 either the “YES” box if he or she is attaching comments, or the “NO” box. The Soldier may enclose a comment or statement if he or she believes that the rating or remarks are incorrect. The comments or statement must be factual. The referral memorandum and acknowledgment are forwarded with the report to HQDA.

(1) Comments or statements by the Soldier do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623–3.

(2) If the rated Soldier has departed the school under circumstances that preclude immediate referral of a report a copy will be sent by certified return mail directly to the student marked “Personal in Nature,” or a copy will be sent to the Soldier’s commander for acknowledgment and comment. If the Soldier fails to acknowledge receipt of the referred AER by a reasonable suspense date, the certified mail number or commander’s acknowledgment of receipt will constitute proper referral of the report.

d. If the referred AER indicates “Failed to Achieve Course Standards,” a supplementary review is required by the first U.S. Army officer or DA civilian in the chain of supervision above the reviewing officer, unless the reviewing officer is the school commandant. Supplementary reviews will not be made by an individual higher than the school commandant.

(1) Supplementary reviewers of “Failed to Achieve Course Standards” AERs will—

(a) Ensure that the narrative portions of the AER contain factual information that fully explain and justify the reason for the course failure.

(b) Verify that any derogatory information has been accurately reflected.

(c) Ensure that the evaluation report has been prepared in accordance with AR 623–3 and this pamphlet.

(d) Ensure that the evaluation report has been returned to the rated Soldier for comment.

(e) Review relieved Soldier’s referral comments, if provided.

(2) The supplementary reviewer will provide comments as an enclosure to the AER (see AR 623–3 for sample memoranda for supplementary reviews). The school commandant is the highest authority for conducting a supplementary review for a “Failed to Achieve Course Standards” AER.

(3) If the supplementary reviewer is satisfied that the report is clear, accurate, complete, and fully in accordance with the provisions of the regulation, he or she will indicate this in a supplementary review memorandum (AR 623–3) that will be submitted to HQDA with the completed AER and any comments (if any) provided by the rated Soldier (address at app B).

(4) If the supplementary reviewer finds that the report is unclear, contains errors of fact, or is otherwise in violation of AR 623–3, he or she will return the report to the rater or reviewing official (unless the commandant is the reviewing official), indicating what is wrong. The supplementary reviewer will avoid all statements and actions that may influence or alter an honest evaluation by the rater or reviewing official. When the report has been corrected, it will be returned to the reviewing official.

(5) Changed reports must be referred again by the reviewing official, in accordance with AR 623–3, to the rated Soldier, so that the corrected report may be acknowledged and comments provided, if desired. Only the final referral and acknowledgment are forwarded with the report to HQDA.

(6) If the corrected report is satisfactory to the supplementary reviewer, the reviewing official will continue to process the report.

(7) If the corrected report is not satisfactory to supplementary reviewer, or if the rating officials disagree concerning the need for changes in the report, the supplementary reviewer will indicate objections to the report by adding an enclosure to the AER. When indicating objections, the supplementary reviewer is restricted to the issues listed in AR 623–3.

e. See AR 623–3 for policy to determine whether an AER is referred or requires an addendum.

f. For information on the redress program and AER appeals, see chapter 6 of this pamphlet and AR 623–3.

## **Section II**

### **DA Form 1059–1 – Civilian Institution Academic Evaluation Report**

#### **4–8. Purpose and process**

a. *Purpose.* See AR 623–3 and AR 621–1 for policy pertaining to the AER and under what circumstances a DA Form 1059–1 will be prepared. These reports are generally prepared for Soldiers who take part in resident and nonresident training at civilian institutions. DA Form 1059–1 and a copy of official transcripts from the civilian institution are required for active Army and USAR Soldiers—

(1) Participating in full-time (on duty) degree programs at an educational, medical, or industrial institution.

(2) Active Army personnel participating in a part-time (after duty) degree program.

b. *Process.* Information required to complete AERs for students attending civilian institutions is described in table 4–2. The reporting official is responsible for the accuracy of the information in the completed AER. For policy guidance on preparation and submission requirements, see AR 623–3. See appendix B for submission addresses.

c. *Sample form.* See figure 4–2 for a sample of this form.

<b>CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT</b> <small>For use of this form, see AR 623-3; the proponent agency is DCS, G-1.</small>				
<b>SECTION I - ADMINISTRATIVE DATA</b> <i>(To be completed by the student detachment or Installation Education Services Officer)</i>				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL MACY, DIANE S.	2. SSN 999-99-9999	3. GRADE MAJ	4. BR SP	5. SPECIALTY/MOSC XXXXXXX
6. COMP RA	7. APPLICABLE REGULATION (See DA Pam 623-3, paragraph 4-9)			
8. THIS IS A REFERRED REPORT, DO YOU WISH TO MAKE COMMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO			9. DURATION OF COURSE (YYYYMMDD) From: 20081014    Thru: 20090918	
<b>SECTION II - EVALUATION</b> <i>(To be completed by the Civilian Institution) ATTACH AN OFFICIAL TRANSCRIPT IN DUPLICATE</i>				
10. NAME AND ADDRESS OF CIVILIAN INSTITUTION (See DA Pam 623-3, paragraph 4-9)				
11. EVALUATION <i>(Evaluation of Student Performance should be based on the normal standard of performance at the institution. Identify the discipline of study, degree, and any special achievements or deficiencies noted, etc. Include aptitude for further schooling.)</i>  (See DA Pam 623-3, paragraph 4-9)				
DATE (YYYYMMDD)	TYPED NAME, TITLE AND TELEPHONE NUMBER		SIGNATURE	
<b>SECTION III - ADMINISTRATIVE REVIEW</b> <i>(To be completed by the Reviewer)</i>				
12. DID STUDENT SUCCESSFULLY COMPLETE THE COURSE? <i>(A "NO" response must be supported by comments in ITEM 13. An Official Transcript must be attached prior to submission of the report to the OMPF.)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
13. REVIEWER COMMENTS				
DATE (YYYYMMDD)	TYPED NAME AND TITLE		SIGNATURE	
DATE (YYYYMMDD)	SIGNATURE RATED SOLDIER			

DA FORM 1059-1, MAR 2006

PREVIOUS EDITIONS ARE OBSOLETE.

APO PE v1.00

Figure 4-2. Sample of a DA Form 1059-1

## 4-9. Preparing the civilian institution academic evaluation report

See table 4-2 for information pertaining to preparing the civilian institution AER.

**Table 4-2**

**DA Form 1059-1-Preparing the civilian institution academic evaluation report**

---

**AER block:** 1-Name

**Action required:** Last First MI (All capital letters)

**Reference:** None

---

**AER block:** 2-SSN

**Action required:** Enter Soldier's nine-digit SSN (123-45-6789)

**Reference:** None

---

**AER block:** 3-Grade

**Action required:** Use three-character rank. Examples: SGT, MSG, CW2, CPT, COL

**Reference:** None

---

**AER block:** 4-Branch

**Action required:** Use two-character code reflecting basic branch for commissioned officers or management group for warrant officers as shown in section I, career field information on the ORB.

**Reference:** None

---

**AER block:** 5-Specialty/MOSC

**Action required:** Enter the AOC codes for commissioned officers (example 12A/42H), see DA Pam 611-21. For warrant officers and enlisted personnel, enter the individual's PMOS (see section I, ORB and section I, ERB).

**Reference:** DA Pam 611-21

---

**AER block:** 6-Component

**Action required:** Enter component of the Soldier. Enter "RA," "USAR," or "ARNG."

**Reference:** None

---

**AER block:** 7-Applicable Regulation

**Action required:** Identify the regulation that outlines the degree program under which the student participated.

**Reference:** None

---

**AER block:** 8-Referred Report

**Action required:** If the report is a referred report in accordance with AR 623-3, then the rater will mark the first box in block 8. The report then will be given to the rated Soldier for signature/validation and placement of an "X" in the appropriate box ("NO" if the rated Soldier does not wish to make comments or "YES" if the rated Soldier is going to attach comments).

**Reference:** AR 623-3

---

**AER block:** 9-Duration of Course

**Action required:** Enter the "FROM" date (beginning date of the course) and the "THRU" date (last date of the course) (Use the YYYYMMDD format.)

**Reference:** None

---

**AER block:** 10-Name and Address of Civilian Institution

**Action required:** Enter the name and address of civilian institution.

**Reference:** None

---

**AER block:** 11-Evaluation

**Action required:** The dean, department chairman, faculty advisor, or a designated responsible official of the civilian institution will evaluate the student. This will include an accurate and complete description of the subject area of study. The dean, department chairman, faculty advisor, or a designated responsible official of the civilian institution will date, type name and title, include his or her telephone number, then sign the evaluation report.

**Reference:** None

---

**AER block:** 12-Did Student Successfully Complete the Course?

**Action required:** Reviewing official will check the appropriate box. A "NO" response must be supported by comments in item 13. An official transcript must be attached prior to submission of the report to the OMPF.

**Reference:** None

---

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**Table 4-2****DA Form 1059-1-Preparing the civilian institution academic evaluation report-Continued**

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**AER block:** 13-Reviewer Comments

**Action required:** This section will be completed and reviewed by HQDA, Chief, NGB, or the installation education services officer prior to inclusion in the Soldier's OMPF, if comments are warranted. Comments are required concerning the reason for a student's release from a degree program (that is, approved retirement, resignation from Army Service, or through no fault of his or her own). The reviewer will type his or her name and title, then sign and date the evaluation report.

**Reference:** None.

---

**AER block:** Authentication

**Action required:** This section will be prepared and signed by the rater, reviewing official, and the rated Soldier. The dean, department chairman, faculty advisor, or a designated responsible official of the civilian institution will review and sign the report. The rated Soldier will sign the report prior to school departure but after the rater and reviewer have signed the report. If the Soldier is unavailable for signature or refuses to sign the report, add the following comments "Rated Soldier not available to sign" or "Rated Soldier refused to sign" in block13.

**Reference:** None

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#### **4-10. Submitting an addendum to previously submitted academic evaluation reports**

Rating officials will submit an addendum to a previously submitted AER when they become aware of new derogatory information that would have resulted in a lower evaluation of the rated student (officer or NCO). See chapter 6 of this publication, AR 623-3 (report modifications, derogatory information, and the redress program) for guidance on the correction of evaluation reports for other reasons.

a. The first commander or commandant in the officer's current chain of command who receives new information about a rated officer will ensure that all members of the original rating chain for the AER impacted by this new information are aware of it and are allowed to comment. If none of the original rating officials want to change or add to the original AER, no addendum will be prepared.

b. The addendum, according to instructions in paragraph 5-3, and figure 5-1, will contain the rated officer's name, grade, SSN, and the period covered by the report to which it applies. It will also state that all members of the rating chain have been allowed to add or change comments, and it will list those who did not want to comment.

c. On completion of this action, the commander/commandant will refer a copy of the addendum to the student for acknowledgment and the opportunity to submit comments before sending it (and any signed comments) to HQDA (see address in app B).

*Note.* For ARNG Soldiers, the addendum will be forwarded to HQDA through the state Adjutant General (AG). No changes will be made to the original evaluation report in the rated Soldier's official military personnel file (OMPF), but the addendum will be appended to the AER to which it has been prepared, along with any comments from the rated Soldier.

d. If not a member of the original rating chain, the commander's/commandant's responsibility is only to coordinate the submission of the addendum. The commander/commandant may not add comments to the addendum unless he or she was a member of the original rating chain.

e. If any of the rating officials have been reassigned, released from active duty, incapacitated, or are otherwise unable to complete their part of an addendum prior to an investigation involving the rated student, they will so indicate. If the rated Soldier cannot be contacted for review, the commander/commandant will comment on the action taken and the inability to contact the rated Soldier before submitting the addendum to HQDA. Specific instructions for referral are detailed in AR 623-3.

## **Chapter 5 Evaluation Report Processing**

### **Section I Evaluation Report Processing and Submission**

#### **5-1. Officer evaluation report and noncommissioned officer evaluation report processing and copies**

Procedural guidance for preparing evaluation reports is found in chapter 2 (OER) and chapter 3 (NCOER). Policy guidance is provided in AR 623-3.

*Note.* Where the "My Forms" Portal electronic form guidance conflicts with the guidance in this publication and AR 623-3, the policy guidance provided in AR 623-3 and the procedural guidance provided in this publication take precedence. If the evaluation report is for a time period prior to the publication of this regulation, governing policy and procedural guidance at the time of the period covered by the report will be used, whenever possible.

a. *Processing.* The Army standard for preparing and submitting evaluation reports is using the Wizard application

associated with the electronic form within the "My Forms" Portal on AKO to submit current, digitally signed OERs and NCOERs through the "My Forms" Portal on AKO for acceptance and processing at HQDA.

*Note.* ARNG NCOERs are not submitted to or processed at HQDA. Upon completion at the unit level, these NCOERs are submitted to the State enlisted personnel manager (EPM) of the rated NCO.

(1) Evaluation reports prepared using the Wizard application associated with the electronic form within the "My Forms" Portal on AKO on the current Army Publishing Directorate approved versions of DA Form 67-9 or DA Form 2166-8 will be submitted to HQDA to arrive no later than 90 days after the "THRU" date of the report. Current versions of forms have the most up-to-date capabilities. OERs and NCOERs prepared on older form versions and/or printed, or manually signed evaluation reports cannot be submitted through the "My Forms" Portal on AKO; therefore, they must be mailed as paper copies to USAHRC (AHRC-PDV-ER) (address in app B).

*Note.* ARNG NCOERs will be submitted to the State EPM, in accordance with addresses in AR 623-3. Only deployed units are authorized to submit evaluation reports by e-mail (para (2), below).

Evaluation reports received at HQDA are presumed to be administratively correct. Authorized abbreviations (AR 25-52) may be used; however, acronyms must be spelled out the first time with the acronym indicated within parentheses; thereafter, the acronym may be used alone. Rating officials' narratives or bullet comments may not include prohibited gimmicks (AR 623-3).

(a) Printed paper copies of a DA Form 67-9 (OER) or DA Form 2166-8 (NCOER) and any required enclosures, reports prepared on older form versions, and manually signed evaluation reports must be mailed to USAHRC (AHRC-PDV-ER) (with the exception of deployed units and ARNG NCOERs) (address in app B). Basic requirements for printing evaluation reports for mailing are:

- (b) Single document, double sided, head-to-head.
- (c) Full nine-digit SSNs for the rated Soldier and the senior, as a minimum.
- (d) Without extraneous black lines or marks.
- (e) Manual signatures will be in black or dark blue ink only.
- (f) Document, as near as possible to 8 1/2 by 11 inches, with 1/2-inch margins.
- (g) Aligned straight on the page.
- (h) Framed on the page with all lines, edges, box checks, and numerical entries visible.
- (i) Balanced contrast between light background and dark fonts (using black and white printer).
- (j) Mail printed copies of evaluation reports and older form versions to USAHRC (AHRC-PDV-ER) (address in app B).

(2) Only units deployed to contingency theaters of operations, and others on an exceptional case-by-case basis, are authorized to e-mail evaluation reports as attachments for submission to designated e-mail addresses at HQDA. The Evaluation Systems and Policy Office can provide these addresses and guidance on procedures for deployed units. E-mail attachments, in order of preference, will comply with the following guidelines:

- (a) CAC-enabled digitally signed .xpdf evaluation report with valid signatures.
- (b) Scanned copies of printed digitally signed or manually signed evaluation reports, double-sided .tif or .pdf image (single front and back pages will not be accepted). Manual signatures will be in black ink only.
- (c) One evaluation report per e-mail, with the Soldier's rank, name, and "THRU" date in the subject line.

*Note.* Do not include a Soldier's SSN in the subject line of an e-mail.

(d) Name attachments with, as a minimum, the rated Soldier's rank and last name and the "THRU" date of the report.

*Note.* It is best to send only one report per e-mail because of the volume of e-mails received at HQDA. If an evaluation report has required enclosure(s), both the report and the enclosure(s) must be sent in a single e-mail.

- (3) Evaluation reports submitted by any means will be rejected when—
  - (a) The senior rater does not meet minimum qualifications.
  - (b) Signature dates are more than 14 days before the "THRU" date of the report.
  - (c) A complete the record evaluation report is not received in a timely manner.
  - (d) An evaluation report is from a previous rating system (for example, DA Form 67-8 or DA Form 2166-7, which are now obsolete).
  - (e) Reports contain other errors that cannot be corrected at the HQDA level.
  - (f) Copies of evaluation reports are faxed. Faxed reports will be discarded without a record of rejection in the IWRS.
- b. *Copies.* Each rated officer or NCO will be given a copy of his or her OER or NCOER by the senior rater or senior rater's designated representative once it has been completed and processed locally. This copy may be either an electronic or a paper copy of the original OER/NCOER. Rated officers or NCOs who fail to receive a copy of their evaluation after the close of the reporting period should request a copy from—

- (1) The senior rater or administrative section responsible for processing the report.
- (2) His or her OMPF, once the report has completed processing at HQDA and is put into the interactive Personnel

Electronic Records Management System (iPERMS) for filing in the OMPF. The iPERMS copy of the evaluation report is the Soldier's official record.

*Note.* Processing of ARNG NCOERs is done by each rated NCO's State EPM. Rated Soldiers may access their OMPF online at the following Web sites:

- (a) <https://ompf.hoffman.army.mil>.
- (b) <https://iPERMS.army.mil>.
- (c) <https://statepermsompf.hoffman.army.mil>.
- (3) Copies of classified reports are not authorized, except as indicated in AR 623-3.

## 5-2. Academic evaluation report processing and copies

*a. Processing.* Only electronically generated DA Forms 1059 and 1059-1 designed and distributed by the Army Publishing Directorate are authorized for submission to HQDA and filing in a Soldier's OMPF. When preparing AERs, authorized abbreviations (AR 25-52) may be used; however, acronyms must be spelled out the first time with the acronym indicated within parentheses; thereafter, the acronym may be used alone. Digitally signed AERs are preferred; however, manually signed AERs are authorized.

(1) AERs will be processed through the appropriate sponsoring agency (table 5-1), as needed, to complete the report.

(a) Completed Service school AERs (DA Form 1059) with CAC-enabled digital signatures prepared using ATRRS may be submitted electronically to HQDA.

*Note.* AERs submitted to HQDA using ATRRS will be visible in the IWRS.

(b) Paper copies of completed AERs will be batch-mailed by the school or institution to HQDA no later than 90 days after the course completion date (or the student's release date, whichever comes first) using the addresses in appendix B for both AER forms. When mailing AERs, use DA Form 200 (Transmittal Record), accounting for each of the enclosed reports and including the sender's complete return mailing address and other contact information.

(2) All significant information that can be evaluated must be reported. The same care and attention must be exercised in preparing this report as is exercised in preparing OERs and NCOERs.

(3) The original AER and enclosures authorized by AR 623-3 will be placed unfolded in an envelope and forwarded via first-class mail to the HQDA address listed for the AER form (app B).

(4) Basic requirements for printing AERs for mailing to HQDA are:

- (a) Single document printed on one sheet of paper.
- (b) Full nine-digit SSNs for the rated Soldier and the senior rater, as a minimum.
- (c) Without extraneous black lines or marks.
- (d) Manual signatures will be in black ink only.
- (e) Document as near as possible to 8 1/2 by 11 inches, with 1/2-inch margins.
- (f) Aligned straight on the page.
- (g) Framed on the page with all lines, edges, and box checks, and numerical entries visible.
- (h) Balanced contrast between light background and dark fonts (using black and white printer).
- (i) Mail printed copies of AERs to USAHRC (see addresses for both AER forms in app B).

(5) Referred AERs that have not been provided to the rated Soldier for signature and an opportunity to comment will be rejected.

(6) Faxed copies of evaluation reports will be discarded without record of rejection in the IWRS.

*b. Copies.* Each rated Soldier will be given a copy of the AER by the military or civilian academic institution's designated representative once it has been completed by the proper officials and processed locally. This copy may be either an electronic or paper copy of the original. Once submitted to HQDA, AERs are reviewed and sent directly to the rated Soldier's OMPF. Rated Soldiers who fail to receive a copy of their evaluation after the close of the reporting period should request a copy from—

- (1) The academic advisor or administrative section of the Service school or civilian institution.
- (2) The rated Soldier's OMPF (see access information in para 5-1b(2), above).

**Table 5-1**  
**Sponsoring agency addresses for academic evaluation reports**

Sponsoring agency	Address
For active Army, USAR officers (except AMEDD, Judge Advocate General's Corps (JAGC), and chaplains)—USAHRC	U.S. Army Human Resources Command (AHRC-PDV-ER), 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5407
For active Army and USAR enlisted Soldiers (except AMEDD, JAGC and chaplains)—USAHRC	U.S. Army Human Resources Command (AHRC-PDV-ER), 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5407
For AMEDD officers and enlisted Soldiers—The Surgeon General	Commander, AMEDD Student Detachment, Academy of Health Sciences, U.S. Army, Fort Sam Houston, TX 78234-0001
For JAGC officers and officers for whom JAGC is the control branch—The Judge Advocate General	Judge Advocate Recruiting Office, 1777 North Kent Street, Suite 5200, Rosslyn, VA 22209-2194
For chaplains—Office of the Chief of Chaplains	Office of the Chief of Chaplains (DACH-DMI), 1421 Jefferson Davis Highway, Arlington, VA 22202-3259
For ARNG Soldiers—Chief, NGB	ARNG Schools Branch, ARNG Operating Activity Center, Bldg. E4430, Edgewood Area, Aberdeen Proving Ground, MD 21010-5001

## Section II

### Addendum Preparation and Forwarding (Officer Evaluation Report and Academic Evaluation Report)

#### 5-3. Preparing an addendum to a previous report

*a.* If rating officials become aware of verified derogatory information that would have resulted in a lower evaluation of the rated Soldier they will submit an addendum to the previous report (see AR 623-3). The first commander in the chain of command receiving the new information will ensure that all members of the original rating chain are aware of it and are allowed to comment. If none of the original rating officials want to change or add to the original OER, no addendum will be prepared. If all conditions of AR 623-3 concerning newly received derogatory information are met, and an addendum is warranted, rating officials will refer the addendum to the OER or AER to the rated Soldier for acknowledgment/comments before submitting it to HQDA (AHRC-PDV-EA) (address in app B).

*b.* The addendum will be prepared as shown in figure 5-1. It will contain the rated Soldier's grade, SSN, and the type of report, and the period of the report to which it applies. It will state factual information about the reason for the addendum, what ratings and/or narrative comments would have been if the derogatory information was known and verified at the time the report was prepared. It will also state that all members of the rating chain who have been allowed added comments; and it will list those who did not want to comment.

*Note.* No changes will be made to the original evaluation report in the rated Soldier's OMPF, but the addendum will be appended to the OER or AER to which it applies, along with any comments from the rated Soldier.

*c.* The commander's responsibility is only to coordinate the submission of the addendum. He or she may not add comments to the addendum unless he or she was a member of the original rating chain.

#### 5-4. Steps for preparing an addendum

A sample of the addendum is shown in figure 5-1. Steps for preparing an addendum are outlined in table 5-2. Additional information regarding addenda is in paragraph 2-15 and AR 623-3.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

(Office Symbol)

(Date)

MEMORANDUM FOR (appropriate agency - see app B)

SUBJECT: Addendum to a Previously Submitted Officer Evaluation Report (or) Service School Academic Evaluation Report (or) Civilian Institution Academic Evaluation Report (rated Soldier's name, rank, SSN, report period covered)

1. The information described in the enclosed documents became known and was verified after the submission of the above indicated evaluation report.
2. Each of the rated officials on the subject evaluation report was made aware of this new information. After considering the newly received information, the (rater, intermediate rater, senior rater, or reviewing official) of the original evaluation chain decided that it is significant enough to warrant additional comments. His or her comments are at enclosures (list as applicable).
3. A copy of my referral to the rated Soldier is also enclosed. The rated Soldier's acknowledgement and comments are at enclosure (insert #).

(or)

The rated officer failed to respond.

# Encls

1. Copy of evaluation report
2. (number and list enclosures of appropriate evidence)

(Signature block of first U.S. Army commander aware of the verified derogatory information)

Figure 5-1. Sample format for an addendum memorandum

**Table 5–2****Addendum preparation**

Step	Work center	Action required
1	Rating chain	Upon receipt of previously unknown or unverified derogatory information, contact the BN/BDE S1 or administrative office for assistance in determining if an addendum is appropriate or authorized (para 2–15 and AR 623–3).
2	BN/BDE S1 or administrative office	Identify previously submitted evaluation reports covering the period pertaining to the newly received derogatory information.
3	Commander	Ensure information is accurate and verified.
4	BN/BDE S1 or administrative office	Identify the rating chain that prepared the previously submitted report. Provide the newly received information to each rating chain member and determine if any member desires to comment.
5	BN/BDE S1 or administrative office	If no rating chain member desires to comment, close the matter as completed action. If any member chooses to comment on the new information because they would have given a lower evaluation to the rated officer (OER or AER) or NCO (AER only) if they had known about the derogatory information at the time the report was prepared, an addendum using the format shown in figure 5–1 will be prepared. <i>Note. Ensure that separate addendums are prepared for each rating official submitting comments.</i>
6	BN/BDE S1 or administrative office	Any addendum that is prepared must be referred to the rated officer/NCO following the procedures outlined in paragraph 3–28. The referring official must be the current unit commander. The commander may not submit addendum comments unless he or she was a member of the original rating chain. The referral letter should follow the format provided in figure 2–6.
7	BN/BDE S1 or administrative office	When all administrative processing procedures have been completed for referrals (para 4–7 and/or AR 623–3), prepare a forwarding memorandum for the commander's signature as shown in figure 5–1.
8	Commander	Sign the final addendum that will be prepared for forwarding to USAHRC (AHRC–PDV–EA) (address in app B). Include comments from all rating officials if provided. Comments will only be submitted by members of the original rating chain.
9	BN/BDE S1 or administrative office	Using the commander's forwarding memorandum, forward all addenda, the commander's referral letter, and the rated Soldier's acknowledgment and comments, if any (or the commander's statement of failure to acknowledge, if appropriate) to the appropriate address indicated at appendix B.

## Chapter 6 Constructing an Evaluation Report Appeal

### 6–1. Deciding to appeal

*a.* An appellant who perceives that an evaluation report is inaccurate in some way has the right to appeal for redress to the appropriate agency. However, before actually preparing an appeal, an objective analysis of the report in question should be made.

*b.* Review the evaluation report and version of AR 623–3 that were in effect on the “THRU” date of the report in question, along with this chapter and chapter 4 of the current regulation. Call or visit your career management officials at HQDA to determine whether an appeal is advisable. Legal assistance judge advocates and BN/BDE S1s or appropriate administrative personnel, are also available to advise and provide assistance in the preparation of an appeal. AR 623–3 provides guidance for a rated Soldier to request a Commander's or Commandant's Inquiry.

*c.* Be realistic in the assessment of whether or not to submit an appeal.

(1) An evaluation report that is inconsistent with others in an OMPF does not mean that it is inaccurate or unjust. Some Soldiers do not perform certain duties as well as others and this is one of the things that the ERS should indicate.

(2) Appealing an evaluation report on the sole basis of a self authored statement of disagreement will not be successful. Likewise, statements from rating officials claiming that they did not intend to evaluate as they did will not, alone, serve as the basis for altering or withdrawing an evaluation report.

(3) Careful consideration should be given before submitting an appeal of an evaluation report in which the narrative portions are positive, but the numerical markings or box checks are less than the maximum. HQDA expects rating officials to evaluate subordinates based on their own individual conscience and judgment. It is extremely difficult to successfully appeal a report of this nature without compelling evidence to support the appellant.

*d.* The weight accorded to evidence is critical to the success of an appeal. Appellants should carefully decide what evidence is needed to support claims, whether or not such evidence is available and how to go about obtaining it. If, after considering the nature of a claim, an appellant still believes the evaluation report is inaccurate and evidence is available to support the argument, he or she should prepare and submit an appeal.

## 6-2. Preparing an appeal

*a. Develop rationale.* An appeal's success depends on the care with which the case is prepared, the line of argument presented, and the strength of the evidence presented to support it. Begin by specifically identifying those entries or comments to be challenged, the perceived inaccuracy in each entry or comment, the evidence you think is necessary to prove the alleged inaccuracy, and where and how to obtain such evidence.

### *b. Obtain evidence.*

(1) Collect supporting evidence necessary to adequately refute the contested evaluation report.

(2) Third party statements form the basis of most substantive appeals: "Third parties" are persons who have official knowledge of the rated Soldier's duty performance during the period of the report being appealed. Statements from Soldiers who establish they were on hand during the contested rating period, who refute faulting remarks on the evaluation report, and who served in positions from which they could observe the appellant's performance and their interactions with rating officials, are both useful and supportive. These statements should be specific and not deal in general discussions of the appellant. As an example, if an appellant desired to challenge a comment concerning their ability to communicate effectively with subordinates, it would be advantageous for that appellant to provide statements from a cross-section of individuals who could provide specific information pertaining to the faulting comment. Although third party statements can be provided by knowledgeable subordinates, peers, and superiors, additional weight is normally given those statements where the authors occupied vantage points during the contested period that closely approximated those of the rating officials. An example could be a BN executive officer that had knowledge of the situation in a company, battery, or troop. Such third party statements should be on letterhead if possible; describe the author's duty relationship to the appellant during the period of the contested report; describe and demonstrate degree (frequency) of observation; and should include the author's current address and telephone number.

(3) Statements from rating officials often reflect retrospective thinking, or second thoughts, prompted by an appellant's nonselection or other unfavorable personnel action claimed to be the sole result of the contested report. As a result, claims by rating officials that they did not intend to evaluate as they did will not, alone, serve as the basis of altering or withdrawing an evaluation report. Rating officials may, however, provide statements of support contending the discovery of new information that would have resulted in an improved evaluation had it been known at the time of report preparations. Such statements must describe what the new information consists of, when and how it was discovered, why it was reportedly unknown at the time of report preparation, and the logical impact it may have had on the contested report had it been known at the time the report was originally prepared (see AR 623-3).

(4) Official documents may substantiate that an evaluation report is in error.

*(a)* In an administrative appeal, for example, an official copy of a published rating scheme in effect during a specific report period may indicate that an incorrect rating official prepared an evaluation; or duty appointment orders and appropriate extracts from local personnel records may indicate that the period of a report, duty title or periods of nonrated time are incorrect.

*(b)* For substantive claims certain documents such as annual general inspection results may be helpful in refuting faulting remarks on an evaluation report concerning an appellant's duty performance, provided such documents are official copies, are relevant to the rating period, and specifically pertain to faulting comments.

*(c)* Award citations and letters of commendation may or may not be of value. The period and circumstances surrounding an award or letter of commendation must be compared to the contested period and circumstances surrounding the contested evaluation report. Are they relevant to the period? Do they refute the report?

(5) To obtain current mailing addresses of Army personnel, check first with your local BN or BDE S1, administrative office or AKO. If the individuals in question have since retired or have otherwise left active duty, write to the National Personnel Records Center, Army Reference Branch (NCPMA), 1 Reserve Way, St. Louis, MO 63132-5200. The individual's full name and SSN must be provided along with the request. State that this is for official use in conjunction with an evaluation report appeal. To protect the privacy of individuals no longer on active duty, these agencies will normally forward correspondence to the appropriate individual rather than provide an address.

(6) Relevant portions of official documents such as annual general inspection, Army Training and Evaluation Program, or command inspection results may be obtained under the Freedom of Information Act by writing the individual unit or headquarters responsible for conducting such inspections. Addresses for military organizations can be obtained by contacting your servicing administrative office.

(7) To obtain records and verify dates, start with the OMPF for orders and other documents, or contact a former organization, BN/BDE S1, or unit level Army administrative office to determine whether records are still retained.

### *c. Cover memorandum and appeal format.*

(1) Refine arguments and formalize the appeal. Appropriate memorandum formats for appeals are shown in figures 6-1 through 6-5. The appeal memorandum is used as a cover document and transmittal of the appeal. Appeal memoranda should be typed, military memoranda on letterhead or white bond paper. Identify in the first paragraph name, rank, branch, SSN, period of report, and priority of appeal, as determined in AR 623-3. Include a Defense Switched Network (DSN) or commercial phone number and correct mailing address. Home address may be used, if preferred.

(2) Identify the specific portion(s) of the evaluation report being contested. Be clear, brief, and specific. If detailed

information is essential, add a statement as an enclosure to the appeal. Indicate the specific changes requested, that is, a single change, a combination of changes, or total removal of the report. All enclosures should be listed and tabbed for ease of reference and cited in the written presentation of the case. Sign and date the appeal memorandum.

*d. Submission.*

(1) Before finalizing the appeal, an appellant should have the entire package reviewed by a trusted disinterested third party. This third party review may help remove emotionalism and poor logic from the case. The appeal package should not be submitted until the appellant is satisfied that they presented a logical, well-constructed case, as fully documented as possible.

(2) For an appeal contesting an evaluation report for a period of active duty or USAR service, submit the finalized appeal in duplicate (that is, two complete packets) directly to U.S. Army Human Resources Command (AHRC-PDV-E), 1600 Spearhead Division Avenue, Dept. #470, Fort Knox, KY 40122-5704.

(3) Appeals contesting an evaluation report for a period of ARNG service—

(a) For OERs submit to Chief, National Guard Bureau (ARNG-HRH) (Evaluation Appeals), 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

(b) For NCOERs consisting of an administrative error to the AG (appropriate state).

(c) For NCOERs consisting of substantive error to Chief, National Guard Bureau (ARNG-HRH) (Evaluation Appeals), 1411 Jefferson Davis Highway, Arlington, VA 22202.

(4) Verify all necessary information (SSN, signature, date, mailing address, and telephone number).

*e. Samples.* See figures 6-1 through 6-5 for examples of document formats to be used if an evaluation appeal is necessary.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

(Office Symbol)

(Date)

MEMORANDUM FOR (Appropriate Agency – Appendix B)

SUBJECT: Evaluation Report Appeal (Appellant's Name, Rank, SSN, Report Period Covered)

1. Under the provisions of AR 623-3, Evaluation Reporting System, chapter 4, I appeal the subject evaluation report. (Include pending personnel actions and appeal processing priority.)
2. This appeal is based solely on administrative error. (Identify each portion of the report with which you disagree. State each entry as it appears and as it correctly should appear.)
3. (Include certified true copies of related documents to support your request, for example, rating schemes in effect throughout the entire rating period, orders, leave and earnings statements, APFT scorecard (DA Form 705) or other valid documents to verify correction of the error. Original statements from knowledgeable individuals also may be included to support your request.)
4. (Be sure to include a telephone number, preferably DSN, at which you may be reached. Notify the addressee promptly if your address changes.)

# Encls

1. Copy of evaluation report
2. (Number and list enclosures of appropriate evidence)

(Signature block with mailing address,  
if other than address on letterhead)

Figure 6–1. Sample format for an administrative appeal memorandum



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

(Office Symbol)

(Date)

MEMORANDUM FOR (Appropriate Agency – Appendix B)

SUBJECT: Evaluation Report Appeal (Appellant's Name, Rank, SSN, Report Period Covered)

1. Under the provisions of AR 623-3, Evaluation Reporting System, chapter 4, I appeal the subject evaluation report. (Include your current promotion/career status, pending personnel actions, and appeal processing priority.)

2. The basis of this appeal is substantive inaccuracy. (Use this paragraph to briefly identify the specific portion of the report and basis of your disagreement. Avoid general allegations. Be clear, brief, and specific. If a detailed explanation is essential to your appeal, include your own statements as an enclosure to the appeal. Limit the information in this statement to basic facts. Be sure to support your appeal with relevant statements from knowledgeable observers.)

3. (Request the specific corrective action you believe is justified by evidence you provide. Your request may be a single change to one portion of the evaluation report or removal of the entire report. Your request must be supported by sufficient evidence to warrant the requested correction.) If the evaluation report exceeds the 3-year time limit outlined in paragraph 4-8, add a paragraph explaining why a waiver should be granted. Only exceptional justification will be accepted by the Army Special Review Board who is the approval authority for waiver requests.)

4. (Provide a POC and DSN number, or a commercial number if DSN is not used or if the rated Soldier is an ARNG or USAR Soldier not on active duty.)

# Encls

1. Copy of evaluation report
2. (Number and list enclosures of appropriate evidence)

(Signature block with mailing address,  
if other than address on letterhead)

Figure 6-2. Sample format for a substantive appeal memorandum



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNIT NAME  
STREET ADDRESS  
CITY, STATE 12345-0001

(Office Symbol)

(Date)

MEMORANDUM FOR *(Appropriate Agency – Appendix B)*

SUBJECT: Evaluation Report Appeal *(Appellant's Name, Rank, SSN, Report Period Covered)*

1. Under the provisions of AR 623-3, Evaluation Reporting System, chapter 4, I appeal the subject evaluation report. *(Include pending personnel actions and appeal processing priority.)*
2. This appeal is based on both administrative and substantive error. *(Identify the specific portion of the report you believe is in error. State each entry as it now appears and as it should appear. Support your claim of technical error with certified true copies of verifying documents, for example, rating schemes in effect throughout the entire rating period, orders, leave and earnings statements, APFT scorecard (DA Form 705) or other valid documents related to your appeal.)*
3. The substantive error is.... *(Identify the specific portion of the report and state your disagreement. Be clear, brief, and specific. Limit your explanation to basic facts. If detailed information is essential to support your appeal, include with your appeal statements from knowledgeable individuals independent of the rating chain. Statements from the rating officials may be added as supplemental information.)*
4. *(Request the specific changes you believe are justified by the evidence you provide. Your request may be a combination of changes or a total removal of the report. Remember that you must document your request with sufficient evidence to warrant corrective action. If the THRU date of the OER or NCOER exceeds the 3-year time limit as outlined in AR 623-3, paragraph 4-8, add a paragraph explaining why a waiver should be granted. Only exceptional justification will be accepted by the Army Special Review Board, the approval authority for waivers.)*
5. *(Be sure to include a telephone number, preferably DSN, at which you may be reached. Notify the addressee promptly if your address changes.)*

# Encls

1. Copy of evaluation report
2. *(Number and list enclosures of appropriate evidence)*

*(Signature block with mailing address, if other than address on letterhead)*

Figure 6–3. Sample format for a combined administrative and substantive appeal memorandum



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

*(Date)*

*Third Part Name  
Street Address  
City State Zip*

Dear *(third party name)*:

The purpose of this letter is to seek your assistance in my effort to successfully appeal an evaluation report rendered for the period *(report start date)* through *(report end date)*, when I served as *(appellant's duty position)*.

*(In the body of the request letter, cite those portions of the contested report you would like to have addressed by the recipient of the letter. You may also wish to enclose a copy of the contested report. Request that the addressee follow the sample memorandum format for third party support and enclose a copy of the sample memorandum in figure 6-5.)*

*(To be of assistance to the addressee, you may wish to enclose a self-addressed, stamped envelope and mention in the letter that this has been done.)*

*(In closing, you may wish to urge a prompt response and thank the addressee in advance for any and all assistance he or she might provide.)*

*(Signature block with mailing address  
if other than address on letterhead)*

Enclosures

Figure 6-4. Sample format for a letter requesting third party support



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

*(Office Symbol)*

*(Date)*

MEMORANDUM FOR\* *(See note)*

SUBJECT: Supporting Statement for Evaluation Report Appeal of *(appellant's name, rank, SSN)*

1. During the period from *(duty start date)* through *(duty end date)* I served as *(author's duty position and unit of assignment)*. In that position, I observed *(appellant's name, followed by wording describing the frequency or closeness of observation, including, if appropriate, whether the author was knowledgeable of the working relationship between the appellant and the rating chain and/or their expectations of him or her)*.
2. *(In the body of the support memorandum, relate any firsthand knowledge of events and circumstances that might be of assistance to the appellant in attempting to individually refute the specific shortcomings for which he or she was faulted on the contested evaluation report.)*
3. *(Support the request with related documents, for example, orders, leave and earnings statements or other documents.)*
4. *(Provide a telephone number, preferably DSN, where you may be reached by the review board if clarification is needed.)*

*(Signature block with mailing address  
if other than address on letterhead.)*

*\* Note: The memorandum may be addressed to either the rated Soldier, to whom it may concern, or the agency that will adjudicate the appeal. However, the statement must be provided to the rated Soldier for inclusion with his or her appeal and not sent separately to the adjudicating agency.*

Figure 6-5. Sample format for a third party support memorandum

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40-501**

Standards of Medical Fitness (Cited in paras 2-7 (table 2-4), and 3-6 (table 3-4).)

#### **AR 600-9**

The Army Weight Control Program (Cited in paras 2-7 (table 2-4), 3-6 (table 3-4), 4-3, and 4-6g.)

#### **AR 600-20**

Army Command Policy (Cited in paras 2-4 (table 2-1), and 3-3 (table 3-1).)

#### **AR 623-3**

Evaluation Reporting System (Cited in paras 1-1, 2-1, 2-3, 2-8, 2-10, 2-12, 2-13, 2-14, 2-15, 2-17, 3-1, 3-2, 3-8, 3-10, 4-1, 4-3, 4-4, 4-5, 4-7, 4-8, 4-10, 5-1, 5-2, 5-3, 5-4, 6-1, 6-2, C-1 and tables 2-1, 2-2, 2-5, 2-6, 2-7, 2-9, 3-1, 3-2, 3-5, 3-7, 4-1, 4-2, 5-2, and C-1.)

### **Section II Related Publications**

A related publication is additional information. The user does not have to read it to understand the publication. DOD publications are available <http://www.dtic.mil/whs//directives>. United States Codes are available at [www.gpoaccess.gov/uscode/](http://www.gpoaccess.gov/uscode/).

#### **AR 1-201**

Army Inspection Policy

#### **AR 11-2**

Managers' Internal Control Program

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers

#### **AR 15-185**

Army Board for Correction of Military Records

#### **AR 25-52**

Authorized Abbreviations, Brevity Codes, and Acronyms

#### **AR 25-55**

The Department of Army Freedom of Information Act Program

#### **AR 27-1**

Legal Services, Judge Advocate Legal Services

#### **AR 27-10**

Military Justice

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

#### **AR 135-175**

Separation of Officers

#### **AR 135-200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

**AR 140-145**

Individual Mobilization Augmentation (IMA) Program

**AR 165-1**

Army Chaplain Corps Activities

**AR 335-15**

Management Information Control System

**AR 340-21**

The Army Privacy Program

**AR 350-1**

Army Training and Leader Development

**AR 350-10**

Management of Army Individual Training Requirements and Resources

**AR 350-100**

Officer Active Duty Service Obligations

**AR 351-3**

Professional Education and Training Programs of the Army Medical Department

**AR 380-5**

Department of the Army Information Security Program

**AR 385-10**

The Army Safety Program

**AR 600-8**

Military Personnel Management

**AR 600-8-22**

Military Awards

**AR 600-8-24**

Officer Transfer and Discharges

**AR 600-8-29**

Officer Promotions

**AR 600-8-104**

Military Personnel Information Management/Records

**AR 600-37**

Unfavorable Information

**AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army

**AR 614-30**

Overseas Service

**AR 614-200**

Enlisted Assignments and Utilization Management

**AR 621-1**

Training of Military Personnel at Civilian Institutions

**AR 621-7**

Army Fellowships and Scholarships

**AR 621-108**

Military Personnel Requirements for Civilian Education

**AR 690-500**

Position Classification, Pay and Allowances

**AR 735-5**

Policies and Procedures for Property Accountability

**DA Memo 600-1**

Officer Evaluation Report Appeals

**DA Pam 600-3**

Commissioned Officer Professional Development and Career Management

**DA Pam 611-21**

Military Occupational Classification and Structure

**DODD 5000.52**

Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program (Available at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives))

**DODD 5200.2**

DOD Personnel Security Program (Available at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives).)

**FM 6-22**

Army Leadership: Competent, Confident, and Agile

**Joint Publication 1-02**

Department of Defense Dictionary of Military and Associated Terms (Available at [www.dtic.mil/doctrine](http://www.dtic.mil/doctrine).)

**NGR (AR) 600-100**

Commissioned Officers-Federal Recognition and Related Personnel Actions (Available at [www.ngbpdc.ngb.army.armgfiles.asp](http://www.ngbpdc.ngb.army.armgfiles.asp).)

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil](http://www.apd.army.mil)).

**DA Form 67-9**

Officer Evaluation Report

**DA Form 67-9-1**

Officer Evaluation Report Support Form

**DA Form 67-9-1a**

Developmental Support Form

**DA Form 67-9-2**

Senior Rater Profile Report (Available at <https://www.hrc.army.mil/indexflash.asp>.)

**DA Form 200**

Transmittal Record

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1059-1**

Civilian Institution Academic Evaluation Report

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166-8**

NCO Evaluation Report

**DA Form 2166-8-1**

NCOER Counseling and Support Form

**DA Form 4037**

Officer Record Brief (For availability contact your servicing component/career manager.)

**DA Form 5500**

Body Fat Content Worksheet (Male)

**DA Form 5501**

Body Fat Content Worksheet (Female)

**Appendix B****U.S. Army Human Resources Command and Other Addresses****B-1. Addresses for various applications**

Table B-1 provides USAHRC addresses for submitting various forms for certain circumstances.

**B-2. Official military personnel file**

OMPFs are available at the following Web addresses:

- a. For active Army personnel at <https://iperms.army.mil/rms/login.jsp>.
- b. For ARNG personnel at <https://statepermsompf.hoffman.army.mil/rms/login.jsp>.
- c. The USAHRC Web site offers access to OMPFs for all components at <https://www.hrc.army.mil/site/index.asp>.

**Table B-1****Addresses for the U.S. Army Human Resources Command, National Guard Bureau, and other Services' personnel offices**

Contact information	Soldier status and applicable form
U.S. Army Human Resources Command ATTN: AHRC-OPL 1600 Spearhead Division Avenue, Room 3-2-13 Fort Knox, KY 40122-0001 DSN: 983-6411 Commercial: (502) 613-6411  Web site: <a href="https://www.hrc.army.mil/site/protect/branches/officer/LeaderDev/CivSchool/Non_MEL_Programs_Main_Page.htm">https://www.hrc.army.mil/site/protect/branches/officer/LeaderDev/CivSchool/Non_MEL_Programs_Main_Page.htm</a>	Active Army and USAR DA Form 1059-1 (officers only)
U.S. Army Human Resources Command (AHRC-PDV-ER) (Evaluation Processing) 1600 Spearhead Division Avenue, Dept. #470 Fort Knox, KY 40122-5407  <i>Note. IWRS is the tool to check the status of processing evaluation reports for all OERs and active Army and USAR NCOERs.</i>	For officers: Active Army, USAR, and ARNG DA Form 67-9, DA Form 1059, and requests for HQDA review of DA Form 67-9 (when U.S. Army officer/DA civilian supplementary reviewer is not available)  For NCOs: Active Army and USAR—DA Form 2166-8

**Table B-1****Addresses for the U.S. Army Human Resources Command, National Guard Bureau, and other Services' personnel offices—Continued**

<p>U.S. Army Human Resources Command (AHRC-PDV-EA) (Evaluation Appeals) 1600 Spearhead Division Avenue, Dept. #470 Fort Knox, KY 40122-5407 E-mail: <a href="mailto:usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil">usarmy.knox.hrc.mbx.tagd-eval-appeals@mail.mil</a> DSN: 938-9022 Commercial: (502) 613-9022</p>	<p>For officers: Appeals and addenda for active Army and USAR DA Form 67-9, DA Form 1059, and DA Form 1059-1; requests for administrative correction or non-rated time statements (active Army and USAR)</p> <p>For NCOs: Appeals and addenda for active Army and USAR DA Form 2166-8; requests for administrative correction or nonrated time statements (active Army and USAR)</p>
<p>U.S. Army Human Resources Command (AHRC-PDV-E) (Evaluation Systems) 1600 Spearhead Division Avenue, Dept. #470 Fort Knox, KY 40122-5407 E-mail: <a href="mailto:usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil">usarmy.knox.hrc.mbx.tagd-eval-policy@mail.mil</a> DSN: 983-9019 Commercial: (502) 613-9019</p> <p><i>Note. Policy and initiative questions can start here but may also be addressed to specific component evaluation offices.</i></p> <p>Web site: <a href="https://www.hrc.army.mil/site/Active/tagd/ESPD(formerly_MSD)/ESO/eso.htm">https://www.hrc.army.mil/site/Active/tagd/ESPD(formerly_MSD)/ESO/eso.htm</a></p> <p>(Policy information/clarification, and access to all evaluation report-related applications are available at the Web address)</p>	<p>For officers: Active Army, USAR, and Commander's or Commandant's Inquiries pertaining to: DA Form 67-9, DA Form 1059, and DA Form 1059-1</p> <p>For NCOs: DA Form 2166-8 (active Army and USAR), and DA Form 1059</p> <p>Requests for Senior Rater Profile Report, DA Form 67-9-2 (also available online)</p>
<p>National Guard Bureau, ARNG Readiness Center (ARNG-HRP-R) (OER section) 111 South George Mason Drive Arlington, VA 22204-1382 DSN: 327-7111 Commercial: (703) 607-7111</p>	<p>For ARNG officers: Commander's/Commandant's Inquiries for: DA Form 67-9, DA Form 1059, and DA Form 1059-1</p> <p><i>Note. Commander's or Commandant's Inquiries and ARNG DA Form 2166-8 and DA Form 1059 will be addressed to the rated NCO's state EPM. Requests for nonrated time statements (for ARNG service only) will be sent to the rated Soldier's state OPM or EPM.</i></p>
<p>Chief, National Guard Bureau (ARNG-HRH) (Appeals Section) 1411 Jefferson Davis Highway Arlington, VA 22202-3231</p>	<p>Appeals and addenda for ARNG officer DA Form 67-9, DA Form 1059, and DA Form 1059-1 and substantive appeals for ARNG NCO DA Form 2166-8 and enlisted DA Form 1059.</p> <p><i>Note. Administrative appeals for ARNG DA Form 2166-8 and DA Form 1059 will be addressed to the rated NCO's state EPM.</i></p>
<p>U.S. Navy: Information Technology Center ITC 14, Building 3, Third Floor ATTN: CDM 2251 Lakeshore Drive New Orleans, LA 70145-0001</p> <p>U.S. Air Force: HQ, AFPC/DPPPED 550 C Street West Suite 7 Randolph AF Base, TX 78150-4709</p> <p>U.S. Marine Corps: Commandant, USMC Headquarters, U.S. Marine Corps 2008 Elliot Road Quantico, VA 22134-5030</p>	<p>Non-U.S. Army Servicemember, DA Form 1059</p>

## Appendix C Counseling

### C-1. Army Evaluation Reporting System counseling process

*a. Counseling is a key aspect of the Evaluation Reporting System process.*

(1) Officers have two forms designed to facilitate performance and developmental counseling, the OER support form (DA Form 67-9-1) and the DSF (DA Form 67-9-1a). The OER support form is used for officers of all ranks. The DSF is used along with the OER support form for officers in the ranks of CPT, LT, CW2, and WO1. Instructions on the use of these forms are in chapter 2 of this pamphlet.

(2) NCOs use DA Form 2166-8-1 to facilitate both performance and developmental counseling. Detailed instructions on the use of DA Form 2166-8 are in chapter 3 of this pamphlet.

*b. Counseling forms.* These forms may be used when it is appropriate to counsel officers and NCOs matriculating through an Army course of instruction. Civilian institutions will use appropriate local forms and academic reviews as applicable.

*c. Referred reports.* See AR 623-3.

### C-2. Counseling preparation

The primary purpose of counseling is to improve performance and to professionally develop the rated Soldier. The best counseling is always looking forward. It does not dwell on the past and on what was done, rather on the future and what can be done better. Counseling at the end of the rating period is too late since there is no time to improve before evaluation. It is important for the rater and the rated Soldier to prepare for counseling. Rater preparation will ensure the counseling session is organized and stays on track. Rated Soldier preparation enhances the two-way communication and involvement in objective setting and performance assessment. Table C-1, below, provides preparation recommendations for both raters and rated Soldiers.

---

**Table C-1**  
**Counseling session preparation**

---

**Session:** Initial counseling—All officers

**DA Form:** 67-9-1 (or equivalent)

**Time frame:** within 30 days of beginning the rating period (see AR 623-3 for additional information for USAR and ARNG officers)

**Rated Soldier:**

- Draft duty description and major performance objectives.
- Provide draft OER support form copy to rater.
- Prepare to discuss duties and objectives.

**Rater:**

- Provide rated officer/warrant officer copies of rater's/senior rater's support forms and blank support form with initial drafted duty description.
- Receive/review rated officer's draft OER support form.
- Select site (private) and schedule with rated officer.
- Make outline/plan for conducting initial counseling session.

---

**Session:** Initial counseling—Officers in the rank of CPT, LT, CW2, or WO1

**DA Form:** 67-9-1a (or equivalent)

**Time frame:** within 30 days (see AR 623-3 for additional information for USAR and ARNG CPTs, LTs, CW2s, and WO1s)

**Rated Soldier:**

- Review draft support form.
- Review values/attributes/skills/actions-DSF/FM 6-22.

**Rater:**

- Outline possible developmental tasks.
  - Review FM 6-22.
  - Outline possible developmental tasks for each area on the DSF.
  - Make outline/plan for conducting session.
-

---

**Table C-1**  
**Counseling session preparation—Continued**

---

**Session:** Initial counseling —NCOs

**DA Form:** 2166-8-1

**Time frame:** within first 30 days (see AR 623-3 for additional information for USAR and ARNG NCOs)

**Rated Soldier:**

- Draft duty description and major performance objectives.
- Prepare to discuss duties and objectives.
- Request copy of and review rating chain support forms.

**Rater:**

- Provide rated NCO copies of rater's/senior rater's performance objectives and blank support form with initial drafted duty description.
  - Review draft NCO counseling and support form.
  - Select site (private) and schedule with rated Soldier.
  - Make outline/plan for conducting session.
- 

**Session:** Follow-up counseling—All officers

**DA Form:** 67-9-1 (or equivalent)

**Time frame:** midpoint and, as needed

**Rated Soldier:**

- Conduct self assessment.
- Draft revisions/duties/performance objectives.
- Prepare to discuss revisions, performance, changing priorities, and so forth.

**Rater:**

- Review OER support form.
  - Observe and assess rated officer.
  - Review record of observation/assessment.
  - Make outline/plan for conducting session.
- 

**Session:** Follow-up counseling—Officers in the rank of CPT, LT, CW2, or WO1

**DA Form:** 67-9-1a (or equivalent)

**Time frame:** quarterly

**Rated Soldier:**

- Conduct self-assessment.
- Prepare to discuss revisions, performance, changing priorities, and so forth.
- Outline target areas for development, and corresponding developmental tasks.

**Rater:**

- Review OER support form and DSF.
  - Observe and assess rated officer.
  - Review record of observation/assessment.
  - Outline target areas for development and corresponding developmental tasks.
- 

**Session:** Follow-up counseling—NCOs

**DA Form:** 2166-8-1

**Time frame:** Quarterly for active Army and AGR NCOs and at least semiannually for USAR and ARNG NCOs (including USAR NCOs performing IDT).

**Rated Soldier:**

- Conduct self-assessment.
- Prepare to discuss revisions, performance, changing priorities, and so forth.

---

**Table C-1**  
**Counseling session preparation—Continued**

---

— Outline target areas for development, and corresponding tasks or objectives.

**Rater:**

- Review NCO counseling and support form.
  - Observe and assess rated NCO.
  - Review record of observation/assessment.
  - Make outline/plan for conducting session.
- 

**C-3. Counseling outline**

*a. Field Manual 6-22.* The FM covers counseling in more detail and describes four basic components of a counseling session consisting of:

(1) *Open the session.* Identify the purpose up front. Establish a comfortable environment. Invite subordinate to talk early. Employ active listening, both verbal and nonverbal.

(2) *Discuss the issue.* Ask open ended questions. Respond to clarify message and check understanding. Allow time for reflection. Provide specific feedback and back with specific observations/behaviors. Avoid generalizations. Highlight successes as well as shortcomings.

(3) *Develop an action plan.* Emphasize development and improvement. Encourage subordinate involvement to create/modify plan.

(4) *Close the session.* Summarize main points. Record all comments for future assessments.

*b. Initial counseling outline.*

(1) *Open the session.* State the purpose. Discuss/record duty description and major performance objectives on the applicable OER support form (or equivalent) or NCO counseling and support form.

(a) Identify the purpose up front. Establish a comfortable environment. Invite subordinate to talk early.

(b) Employ active listening, both verbal, and nonverbal.

(2) *Discuss Issue.* Jointly review duty description/performance objectives on the support form.

(a) Provide feedback concerning the duty description and performance objectives. Revise as needed.

(b) Relate the meaning of the values, attributes, skills, and actions listed on the OER/NCOER to the unit/organization and duties. Discuss expectations associated with each of these items.

1. Invite the subordinate to talk early on in the session. Ask open ended questions. Employ verbal and nonverbal active listening techniques. Respond to clarify message and check understanding. Allow time for reflection. Provide specific feedback and back with specific observations/behaviors on positive attributes and successes and targeted improvement areas. Avoid generalizations.

2. Highlight successes as well as shortcomings.

(3) *Develop an action plan.* Identify actions to facilitate the attainment of the performance objectives listed on the OER/NCOER support form (or equivalent).

*Note.* A good technique is to let the rated officer, warrant officer, or NCO discuss ideas first.

(a) CPTs/LTs/CW2s/W01s: Use the DSF, part III, to record the developmental plan. Developmental tasks should target performance objectives on the OER support form; specify desired result; be measurable/verifiable; and specify target completion date/timeframe.

(b) Raters of NCOs will summarize developmental goals and objectives using bullets prescribed in sample DA Form 2166-8-1 in chapter 3. Developmental tasks should target performance objectives on the DA Form 2166-8-1; specify desired result; be measurable/verifiable; and specify target completion date/timeframe.

1. Emphasize development and improvement. Encourage subordinate involvement to create/modify plan.

2. Performance objectives:

a. Supportive of unit goals?

b. Relevant to an important aspect of the duty position?

c. Measurable with qualitative or quantitative criteria?

d. Results oriented?

e. Specific?

f. Clearly worded?

g. Set in a reasonable time?

h. Achievable?

- i. Challenging?*
  - j. Supported by authority and resources?*
  - k. Backed by an action plan?*
- (4) *Close the session.* Review duty description, performance objectives, and action plan.
- (a) Summarize main points.*
  - (b) Record comments for future assessments.*
- c. Follow-up counseling outline.*
- (1) *Open the session.* State the purpose. Review performance and update duty description, major performance objectives, and action plan.
- (2) *Discuss the issue.* Jointly review duty description/major performance objectives and update, as needed. Discuss performance and potential areas for development.
- (3) *CPTs/LTs/CW2s/WO1s.* From the DSF, determine values, attributes, skills, and actions where development will be focused. An area of focus should be tailored to rated officer or warrant officer. A focus area may or may not change each quarter. Modify or create new developmental tasks to continue the developmental process. Developmental tasks can be tied to the activities the officer or unit performs everyday: on the unit training schedule, and/or unit peacetime and wartime missions.
- (4) *Develop an action plan.* Update the rated officer, warrant officer, or NCO action plan. Note the changes, updates, to goals or objectives on the OER support form or the NCO counseling and support form, as applicable.
- (5) *Close the session.* Review revised duty description, performance objectives, and action plan. End the session on a positive note. Remind rated officer/NCO that the goal of counseling is to improve performance and mission accomplishment, and not to rate.

## **Glossary**

### **Section I Abbreviations**

#### **1SG**

first sergeant

#### **ACOM**

above center of mass

#### **ADOS**

Active Duty for Operational Support

#### **ADT**

active duty for training

#### **AER**

academic evaluation report

#### **AG**

Adjutant General

#### **AGR**

active guard reserve

#### **AKO**

Army Knowledge Online

#### **AMEDD**

Army Medical Department

#### **AOC**

area of concentration

#### **APFT**

Army physical fitness test

#### **APMC**

Army Medical Department Professional Management Command

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ASI**

additional skill identifier

#### **AT**

annual training

#### **ATRRS**

Army Training Requirements and Resources System

#### **BCOM**

below center of mass

#### **BDE**

brigade

**BG**

brigadier general

**BN**

battalion

**BOLC**

Basic Officer Leadership Course

**CAPT**

captain (U.S. Navy)

**CO-ADOS**

Contingency Operations-Active Duty for Operational Support

**COL**

colonel

**COM**

center of mass

**CPL**

corporal

**CPT**

captain

**CSM**

command sergeant major

**CW2**

chief warrant officer two

**CW3**

chief warrant officer three

**CW4**

chief warrant officer four

**CW5**

chief warrant officer five

**DA**

Department of the Army

**DA PAM**

Department of the Army Pamphlet

**DIMA**

drilling individual mobilization augmentee

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DSF**

Developmental Support Form

**DSN**

Defense Switched Network

**ECT**

extended combat training

**eMILPO**

electronic military personnel office

**EPM**

enlisted personnel manager

**ERS**

Evaluation Reporting System

**FA**

functional area

**FC**

functional category

**FM**

field manual

**GG**

general government

**GM**

general manager

**GO**

general officer

**GS**

general schedule

**HQDA**

Headquarters, Department of the Army

**IDT**

inactive duty training

**IMA**

individual mobilization augmentee

**ING**

inactive national guard

**iPERMS**

interactive Personnel Electronic Records Management System

**IRR**

individual ready reserve

**IWRS**

Interactive Web Response System

**JAGC**

Judge Advocate General's Corps

**LT**

lieutenant (second or first)

**LTC**

lieutenant colonel

**M-DAY**

man-day

**MEDCOM**

medical command

**MI**

middle initial

**MILPER**

military personnel

**MOB**

mobilized

**MOS**

military occupational specialty

**MOSC**

military occupational specialty code

**MSG**

master sergeant

**NCO**

noncommissioned officer

**NCOER**

noncommissioned officer evaluation report

**NG**

national guard

**NGB**

National Guard Bureau

**OER**

officer evaluation report

**OJT**

on-the-job training

**OMPF**

official military personnel file

**ORB**

officer record brief

**PCS**

permanent change of station

**PMOS**

primary military occupational specialty

**PSB**

personnel services battalion

**RC**

reserve component

**REFRAD**

release from active duty

**REFRADT**

release from active duty for training

**REFRAT**

release from annual training

**REFRADOS**

release from active duty for operational support

**REFRADOS-RC**

release from active duty for operational support-Reserve Component

**REFRCOADOS**

release from contingency active duty for operational support

**SD**

special duty

**SES**

senior executive service

**SGM**

sergeant major

**SGT**

sergeant

**SSN**

social security number

**TCS**

temporary change of station

**TDA**

table of distribution and allowances

**TDY**

temporary duty

**TOE**

table of organization and equipment

**TPU**

troop program unit

**UA**

universally administrative

**UIC**

unit identification code

**USAF**

U.S. Air Force

**USAHRC**

U.S. Army Human Resources Command

**USAR**

U.S. Army Reserve

**USCG**

U.S. Coast Guard

**USMC**

U.S. Marine Corps

**USN**

U.S. Navy

**WTU**

Warrior transition unit

**Section II****Terms****Appeal**

The procedure taken by the rated Soldier or another interested party to correct administrative or substantive type errors for evaluation reports accepted for inclusion in the rated officer's or NCO's OMPF.

**Appointed duties**

Additional responsibilities not normally associated with the duty description.

**Army competitive category**

Active Army officers in the basic branches. This category does not include the specialty branches of the Chaplain's Corps, Judge Advocate General's Corps, or the AMEDD.

**Bullet comments**

Short, concise, to-the-point comments starting with action words (verbs) or possessive pronoun (his or her). Bullet comments will not be longer than two lines, preferably one, and no more than one bullet to a line.

**Calendar year**

A period that is 365 days, or 366 days if the Leap Year date, 29 February, is included.

**Chain of command**

The succession of military commanders, superior to subordinate, through which command is exercised. Normally, commanders evaluate commanders.

**Chain of supervision**

The individuals (military and/or civilian) involved in providing operational, functional and/or technical supervision of a rated Soldier.

**Competence**

The knowledge, skills, and abilities necessary to be an expert in the current duty assignment and to perform adequately in other assignments within the MOS, when required. Competence is both technical and tactical and includes reading, writing, speaking, and basic mathematics. It also includes sound judgment, ability to weigh alternatives, form objective options, and make good decisions. Closely allied with competence is the constant desire to better, to listen and learn more, and to do each task completely to the best of one's ability. Competence is exemplified through learning, growing, setting standards and achieving them, creating and innovating, taking prudent risks, and never settling for less than the best. The demonstration of a commitment to excellence.

**Commander's or Commandant's Inquiry**

Investigation into a Soldier's evaluation report made by an official in the chain of command/supervisory chain above

the designated rating officials involved in the allegations to determine if an illegality, injustice, or regulatory violation has occurred. The appointing official for a Commander's or Commandant's Inquiry into an OER will normally be the commander, commandant, or civilian supervisor who rates the senior rater. The appointing official for an NCOER will normally be the commander, commandant, or civilian supervisor who rates the reviewer.

### **Complete the record**

An optional evaluation report intended to update a Soldier's file with performance and potential information that has not previously been documented in the Soldier's evaluation history since the time of the most recent evaluation report. MILPER messages clearly specify the criteria for complete the record reports ("THRU" date and required receipt date at HQDA).

### **Dual supervision**

A situation in which an officer or warrant officer who, during the entire period of evaluation, is assigned separate responsibilities and receives supervision from two different chains of command or supervision. This provision does not apply to NCO rating schemes, NCOERs, or AERs.

### **Evaluation report timeliness**

A resulting equation (percentage of reports submitted on time) that is correlated to individual senior raters on those reports and reflects submission to HQDA within regulatory guidelines.

### **FROM date**

The beginning date of the period covered; the day following the "THRU" (ending) date of the most recent evaluation report period.

### **HQDA electronically generated label**

A label placed over the senior rater's potential box check on an OER, part VII, block b. Used only for OERs for officers (Second Lieutenant through BG) and warrant officers (WO1 through CW4). It shows a comparison of the block check on the OER to all box checks for a given grade in a senior rater's profile. This does not apply to NCOERs or AERs.

### **Intermediate rater**

A supervisor in a rated officer's chain of command or supervision between the rater and senior rater. This level of supervision may be in the rated officer's organization or in a separate organization if under dual supervision.

### **Leadership**

Influencing others to accomplish the mission. It consists of applying leadership attributes (beliefs, values, ethics, character, knowledge, and skills). It includes setting tough but achievable standards and demanding that they be met; caring deeply and sincerely for subordinates and their families and welcoming the opportunity to serve them; conducting counseling; setting the example by word and act/deed; can be summarized by skills, attributes and traits as exhibited on the front side of the OER and NCOER; instill the spirit to achieve and win; and inspiring and developing excellence. A Soldier who is cared for today is a Soldier who leads tomorrow.

### **Misfire**

When the percentage of ACOM assessments in a senior rater's profile meets or exceeds 50 percent of the total number of OERs for a particular grade. This does not apply to NCOERs or AERs.

### **Nonrated time**

Time periods when the rated Soldier cannot be evaluated by the rating officials. Such time periods include but are not limited to school attendance, in-transit travel, hospitalization or patient status, convalescent leave, leave periods of 30 days or more, and periods when the rater has not met minimum qualifications. Periods such as breaks in service or time spent in an IRR, Ready Reserve, or ING status are not ratable periods; therefore, these periods will appear as gaps in a rated Soldier's evaluation report history.

### **Performance counseling**

Planned method to inform Soldiers about their duties and expected performance standards and provide feedback on actual performance. Soldiers' performance includes appearance, conduct, mission accomplishment, and the manner in which duties are carried out. Honest feedback lets Soldiers know how well they are performing compared to the expected standards.

### **Performance evaluation**

Assessments of how well the rated Soldier met his or her duty requirements and adhered to Army professional

leadership standards. Performance is evaluated by observing a rated Soldier's actions, demonstrated behavior, and results in terms of adherence to the Army Values and his or her responsibilities. Due regard is given to the experience level of the rated Soldier, efforts made, and results achieved.

**Period of report**

Time period covered by an evaluation report, which includes rated and nonrated time. The period begins the day following the "THRU" (ending) date of the most recent evaluation report and ends on the day of the event causing the current report to be rendered or the last day of supervision/duty day before a Soldier's departure.

**Physical fitness and military bearing**

Physical fitness is the physical and mental ability to accomplish the mission, that is, combat readiness. Total fitness includes weight control, diet and nutrition, smoking cessation, control of substance abuse, stress management, and physical training. It covers strength, endurance, stamina, flexibility, speed, agility, coordination, and balance. Soldiers are responsible for their own physical fitness and that of their subordinates. Military bearing consists of posture, dress, overall appearance, and manner of physical movement. Bearing also includes an outward display of inner feelings, fears, and overall confidence and enthusiasm. An inherent responsibility of all leaders is concern with Soldiers' military bearing and making on-the-spot corrections, as needed.

**Potential evaluation**

An assessment of the rated Soldier's ability, compared with that of other Soldiers of the same grade, to perform in positions of greater responsibility and/or higher grades.

**Rated Soldier**

A rated officer, warrant officer, or NCO.

**Rated time**

Time when a rated Soldier has been assigned under a valid rating chain for the purposes of counseling, guidance, and evaluation of performance and potential.

**Rater**

First-line supervisor of the rated Soldier who is designated as the rater on the rating scheme. Primary role is that of evaluating, focusing on performance, and performance counseling. Conducts face-to-face performance counseling with the rated Soldier on duty performance and professional development within the first 30 days of each rating period and, for a majority of Soldiers, at least quarterly thereafter; for others, periodically as needed.

**Rating chain**

The rated Soldier's rating officials (rater, senior rater, and reviewer) as published on the rating scheme. For officer evaluations only, an intermediate rater may be placed on a published rating scheme.

**Rating officials**

Designated individuals (rater, intermediate rater, senior rater, and reviewer) as published on the rating scheme who render an evaluation on the rated Soldier.

**Rating scheme**

Written, published document showing rated Soldiers, their rating officials, and the effective date on which the rating officials assumed their role.

**Redress**

Procedures by which rated Soldiers can address errors, bias, or injustices during and after the preparation of an evaluation report and have them corrected.

**Referral**

The process of formally providing a completed evaluation report to a rated officer for review and acknowledgment. Referral is accomplished by the senior rater. This procedure ensures the rated officer is advised they are permitted to comment on adverse information contained in the OER before it becomes a matter of permanent record. The referral may be accomplished face-to-face, but a written referral method is recommended when the Soldier is not present to accomplish the process in person. This provision does not apply to NCOERs or NCO AERs.

**Relief**

The removal of a rated Soldier from an assigned position based on a decision by a member of the Soldier's chain of command/supervisory chain that his or her personal or professional characteristics, conduct, behavior, or performance

of duty warrant his or her removal from the position in the best interests of the U.S. Army. Relief actions require the completion of a "Relief for Cause" OER or NCOER. A relieved officer cannot prepare or submit an evaluation report on his or her subordinates during the suspension period leading up to the relief or after the relief is final.

### **Responsibility and accountability**

The proper care, maintenance, use, handling, and conservation of personnel, equipment, supplies, property, and funds. Maintenance of weapons, vehicles, equipment, conservation of supplies and funds is a special leadership responsibility because of its links to the success of all missions, especially those on the battlefield. It includes inspecting Soldier's equipment often, using a manual or checklist; holding Soldiers responsible for repairs and losses; learning how to use and maintain all the equipment Soldiers use; being among the first to operate new equipment; keeping up-to-date component lists; setting aside time for inventories; and knowing the readiness status of weapons, vehicles, and other equipment. It includes knowing where each Soldier is during duty hours, why the Soldier is going on sick call, where the Soldier lives, and his or her Family situation. It involves reducing accidental manpower and monetary losses by providing a safe and healthful environment; it includes creating a climate that encourages young Soldiers to learn and grow and reporting serious problems without fear of repercussions. Also refers to the rated Soldier accepting responsibility for his or her own actions and those of his or her subordinates.

### **Reviewer**

For NCOERs, a third-line rating official who is an officer, CSM, or SGM in the direct line of supervision and senior in pay grade, grade of rank, or date of rank to the senior rater. Promotable MSGs may serve as reviewers provided they are serving in an authorized SGM/CSM position. Primary role is that of providing oversight in the evaluation reporting process. For OERs, the senior rater typically conducts the final review of the evaluation report and the reporting process, unless the senior rater is not an Army officer or a civilian qualified to senior rate the rated officer.

### **Senior rater**

Normally, the second-line rating official who is in the direct line of supervision of the rated Soldier and senior to the rater by either pay grade or date of rank. Primary role is evaluating and focusing on the potential of the rated Soldier; responsible for providing a performance/potential assessment of the rated Soldier. Obtains the rated Soldier's signature on the evaluation report or enters appropriate statement if rated Soldier refuses, is unable, or unavailable to sign. For OERs, performs the referral of reports with negative or derogatory comments to rated officers; the third-line supervisor when an intermediate rater exists in the chain of command or supervision.

### **Senior Rater Profile Report (DA Form 67-9-2)**

For OERs only, a documented rating history, compiled at HQDA; it displays the senior rater's rating history by grade. Also known as the "DASH-2" report and accompanied by the senior rater evaluation timeliness report.

### **Senior Rater Profile Report restart**

For OERs only, the deletion of an established rating history for all grades or a specific grade or grade grouping, if the senior rater meets all requirements for a restart. When accomplished, a new rating history (profile) is structured based on evaluation reports rendered following the restart.

### **Suspension**

The temporary removal of the rated Soldier from his or her duty position pending a final decision on an adjudicated issue. The period of suspension will be shown as nonrated time on the evaluation report. The suspended Soldier cannot prepare or submit an evaluation report on his or her subordinates during the time they are suspended.

### **THRU date**

The ending date of the period covered on an evaluation report; the due date for an annual evaluation report; the date on which an event warranting a report to be rendered occurs; or the last day of supervision/last duty day before a Soldier's or a rating official's departure.

### **Training**

Preparing individuals, units, and combined arms teams to perform assigned duties; also teaching Soldiers skills and knowledge. Army leaders contribute to team training and are often responsible for unit training (squads, crews, sections), but individual Soldier training is the most important. Quality training bonds units; leads directly to good discipline; concentrates on wartime missions; is tough and demanding without being reckless; is performance oriented; sticks to Army doctrine to standardize what is taught to fight, survive, and win as small units. Good training means learning from mistakes and allowing plenty of room for professional growth. Sharing knowledge and experience is the greatest legacy one can leave subordinates.

**Unit**

The actual military unit, organization, or agency to which the rated Soldier was assigned and performed duty during the rating period.

**Values/Army Values**

Values tell us what we need to be, every day, in every action we take. Army Values form the very identity of America's Army, the solid foundation upon which everything else stands (Leadership, Discipline, Responsibility, Selflessness, Honesty, Integrity, and Personal Courage). Values are the glue that binds us together as members of a noble profession. They make the whole much greater than the sum of the parts. They are nonnegotiable; they apply to everyone, all the time, and in every situation.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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